



**Position Title:**           **Development Manager**  
**Reports To:**               **Chief Executive Officer**

The Jack Brooks Foundation, a 501(c)3 nonprofit committed to developing nonpartisan initiatives that motivate the voting public to become active participants in America's representative democracy, seeks a Development Manager. The Development Manager will be asked to help implement a comprehensive development strategy centered on building a diverse foundation of funding sources and solicitation programs as well as assist the Board Chair and CEO in raising funds for the Foundation's endowment assets. The ideal candidate will have a background in professional fundraising and a strong commitment to reducing barriers to civic engagement and voter participation for all Americans. The Foundation's spirit is derived from former Congressman Jack Brooks' no-nonsense, bipartisan approach to policy change throughout his lifetime of public service.

#### Primary Responsibilities

- Work with JBF leadership to implement a coordinated strategy to increase funding of the mission, including a case for support and calendar of events, campaigns, appeals, and other.
- Work with JBF leadership to identify prospective Advisory Council members, lead donors, and other supporters and help cultivate effective communication and relationships with them.
- Help build and maintain a pool of active, consistent donors, occasional donors, and prospective donors.
- Help plan and execute fund development plans and programs that support the organization's values, mission and objectives including events and sponsorships, grant proposals, personal solicitations, endowment contributions, and estate gifts.
- Help the JBF build relationships through communication and cultivation, with potential donors including individuals, foundations, charitable funds as well as both for and non-profit corporations.
  - Plan and coordinate development visits for/with the JBF leadership to solicit potential 'Chairman's Council' members, Advisory Council members and other donors.
  - Manage foundation and corporate grant applications including research, writing, appropriate reporting and stewardship.
  - Working with the JBF team, plan and execute fundraising events.
  - Coordinate annual appeals, endowment and other campaigns, including, but not limited to, digital communication, and online giving platforms.
- Manage the development database (Neon) and other tracking systems. Document all substantive contacts. Manage the day-to-day operations of the development function, including gift records and stewardship in compliance with all relevant regulations, laws and non-profit best practices.
- Participate in the creation of collateral materials used for development, messaging, sponsorships, etc.



- Ensure that JBF's social media and website reflect development interests and supply content as necessary.

Qualifications

- Based in Texas (preferably Houston or Austin) but location is flexible
- Excellent oral and written communication skills.
- Demonstrated experience and confidence in asking people to contribute time and money.
- Familiarity with standard office computer systems.
- Competence in managing volunteers and staff.
- Bachelor's degree in a related field preferred.
- At least two years of experience in a fundraising position.
- Knowledge and experience in prospect research.

Applicants should send a resume and cover letter to Jon Bassana at [jonb@jackbrooksfoundation.org](mailto:jonb@jackbrooksfoundation.org)