

Texas Historical Commission

Job Vacancy Notice

Position Title:	Development Manager
Classification Title:	Program Specialist IV
Job Posting Number:	22-51
Salary:	\$4,700.00 -\$5,500.00/Monthly
Salary Group/Class#:	B20/1573
FLSA:	Exempt
Opening Date:	05/11/2022
Closing Date:	Until filled
Duration:	Regular, Full-time
Hours/Week:	40
Work Location Address:	1510 North Congress Avenue, Austin, TX 78701

THE THC DEVELOPMENT OFFICE: The Texas Historical Commission, by statutory authority, has a development office within the THC's Administrative Division. This development office includes the THC Chief Development Officer, the Development Manager, and the Office Manager/Bookkeeper, all of whom are state employees. Per a Memorandum of Agreement between the THC and the non-profit 501(c)(3) **Friends of the Texas Historical Commission**, the THC Development staff also staffs the nonprofit organization. Therefore, the THC Chief Development Officer serves as the Executive Director of the Friends of the THC, and the Development Manager and Office manager/Bookkeeper serve in parallel roles for the nonprofit organization as well.

JOB OBJECTIVE: Perform highly complex (senior-level) consultative services and technical assistance to the Texas Historical Commission (THC) agency staff, Texas Historical Commission (THC) Commissioners, Friends of the Texas Historical Commission (FTHC) Board of Trustees, and the general public. Work involves development & fundraising, donor relations management, program development and support, communication and outreach for the Friends of the THC, board management and some financial management. Work under limited supervision, with moderate latitude for the use of initiative and independent judgment.

ESSENTIAL DUTIES:

1. Development & Fundraising

- Manage all aspects of the Annual Fund program (the Spirit of Texas Program), including donor acquisition, creating, and coordinating solicitations, tracking gifts, and ensuring timely acknowledgments.
- Manage a list of major gift prospect, including conducting prospect research and preparing statistical reports.
- Develop and implement a stewardship program for the annual fund and major gift donors, including ongoing donor communications.
- Research individual, foundation, and corporate prospects, and prepare, maintain, and manage targeted donor lists for specific programs and projects.
- Manage a list of prospects for capital campaign(s) coordinated by this position (with guidance and oversight by the ED), with grant writing and reporting, and with the management and stewardship of grants.
- Build a focused corporate giving program, to include building, cultivating, soliciting, and stewarding a corporate prospect list.
- Work with Executive Director and the appropriate agency program staff to provide timely reports to donors for program/project related grants.
- Support the Executive Director (ED) on any ongoing fundraising campaigns.
- Coordinate, with guidance from Board and ED, any fundraising events, or special events.

2. Donor Relations Management

- Ensure accuracy and currency of donor database, develop, and coordinate standard operating procedures. Guide office manager on day-to-day donor database management.
- Write, edit, and manage donor communications, including solicitations, acknowledgements, e-newsletters, and emails.
- Generate regular reports to track annual fundraising goals.

3. Program Development and Support

- Coordinate all aspects of the Preservation Scholars Program including: cultivating donor relationships in support of the program, and soliciting annual grants or individual gifts for the program; managing the Preservation Scholars Committee (which includes THC staff and FTHC Board members); coordinating the annual planning process (Fall through Summer) for the program including organizing all pre-program planning; updating and managing the applications process through the winter of each year; coordination application review by committee in the spring; and coordinating the internship program through the 10-week period in the summer of each year.
- Create and/or develop and expand other distinct FTHC programs, including education and outreach programs.
- Work with the ED to develop and conduct the Development Seminars/Workshops.
- Work with the ED to build sponsorships and partnership support for the annual Real Places Conference.
- With the ED, act as liaison between THC divisions and FTHC board to identify and secure opportunities for funding support.
- Work with the Historic Sites Community Partnerships Program Manager to liaison with local Friends groups, serve as a resource, and coordinate fundraising efforts.

4. Communications and Outreach

- Coordinate all aspects of the Friends of the THC's Communications Program.
- Manage and develop the FTHC's virtual events program; identify and solicit speakers, manage schedule of programming, work with ED to develop a potential funding ask to support the program.
- Manage, refine, and update all web and online content with feedback and guidance from the ED.
- Manage the Social Media Intern's work on developing and publishing social media content.
- Develop marketing materials and promotions for FTHC.
- Update and manage a communications plan for ongoing communications with donors, partners, and supporters, and with the Commission.

5. Board Management

- Coordinate with the ED and office manager-Bookkeeper on arrangements for board/committee meetings and development workshops.
- Assist in building FTHC board and committee meeting agendas and board meeting planning.
- Facilitate board action items that relate to THC divisions.

6. Financial Management

- Assist Executive Director and Office Manager-Bookkeeper in review and financial management of FTHC's budget and accounts.
- Participate in the annual budgeting process.

7. May train others.

8. Adhere to established work schedule with regular attendance.

9. Follow all THC safety guidelines/procedures and ethics requirements.

NON-ESSENTIAL DUTIES:

10. Perform other duties as assigned.

QUALIFICATIONS/REQUIREMENTS (The application must specifically state how each of the following qualifications are met):

- Graduation from an accredited four-year college or university;
- Minimum five years' experience in development and fundraising, including donor solicitation, annual fund management, grant-writing, and donor relations management;
- Experience in donor communications (emails, newsletters, etc.);

- Experience in donor database management (customer/constituent database management (CRM) systems, such as Neon, Raiser's Edge, or other fundraising software);
- Proficiency in Microsoft Office Suite (Microsoft Word, Excel, PowerPoint, Publisher, etc.);
- Proficiency in online communications software (like Gov Delivery, MailChimp, Constant Contact, etc.);
- Valid driver's license, acceptable driving record and ability to drive a state vehicle; and
- Required to travel up to 20% of the work period.

PREFER:

- Experience in fundraising events management/coordination;
- Experience in board management/support;
- Experience in website management and web content development;
- Demonstrated experience and skill in public speaking; and
- Demonstrated interest in history, historic preservation, or the arts.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Effective verbal and written communication, human relations, and organizational skills;
- Exercise sound professional judgment and discretion in establishing, applying, and interpreting fundraising policies and procedures;
- Exercise ethical considerations for management of sensitive donor data, and for broader development activities;
- Effective critical thinking skills;
- Proficiency in web content development and in using communications software like Gov Delivery, MailChimp, Constant Contact, etc.;
- Knowledge of graphic design;
- Skill in the use of general office machines;
- Skill in identifying measures and indicators of program performance;
 - Skill in providing customer service excellence to both internal and external customers;
 - Skill in operating a personal computer with word processing, and excel spreadsheet software;
- Ability to work effectively under pressure and meet deadlines while maintaining extreme attention to detail;
- Ability to work in a setting requiring self-motivation/cooperative decision-making and to work effectively with diverse groups of people;
- Ability to prioritize and attend to multiple projects and responsibilities simultaneously with a strong attention to detail and high standard of quality;
- Ability to multi-task in a fast-paced environment, and to adapt successfully and quickly to change and deliver quality results in a timely manner;
- Ability to plan, organize and work independently, as well as within a team environment;
- Ability to work in a setting requiring self-motivation/cooperative decision-making and to work effectively with diverse groups of people;
- Ability to establish and maintain effective working relationships, and to collaborate with various constituencies, including agency staff, FTCH board, community partners, donors, and volunteers, with a full commitment to customer service;
- Ability to analyze problems, evaluate alternatives and recommend effective solutions;
- Ability to process information in a logical manner and to assess validity;
- Ability to travel as needed for donor meetings, events, etc.;
- Ability to exercise sound judgment and discretion; and
- Ability to maintain the highest level of confidentiality.

REGISTRATION, CERTIFICATION, OR LICENSURE:

Must have or obtain a valid Driver's License and Defensive Driving Course to be able to operate state vehicles.

ENVIRONMENT/PHYSICAL CONDITIONS: This position is housed in a historic state building next to the agency's headquarters near the state capitol in Austin and may have exposure to dust and environmental allergens consistent with normal business activities and human contact. Mostly sedentary in nature but may involve walking; standing; pulling and pushing; kneeling, stooping, and bending; performing tasks requiring fine motor skills and coordination; and

safely lifting and carrying items weighing up to 30 pounds. Applicants must be willing to travel, and overnight travel is required. This position attends and sometimes presents at conferences, meetings, and workshops, requiring evening and weekend work hours. Travel typically requires driving, although some air travel is also expected. Position requires regular, in-office, presence but agency telework policy may permit future approval of remote work, subject to job and performance requirements.

REMARKS (Application procedures, Special requirements): State of Texas application must be submitted through the [CAPPS website](#). Only applicants interviewed will be notified of their selection or non-selection. Resumes will NOT be accepted in place of a completed application.

The Texas Historical Commission is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, national origin, genetic information, age or disability in recruitment, selection, appointment, training, promotion, retention, or any other personnel action or deny any benefits or participation in programs or activities which it sponsors.

Section 651.005 of the Government Code requires males, ages 18 through 25, to provide proof of their Selective Service registration or of their exemption from the requirement as a condition of state employment.

As part of the employment process, THC will conduct a driving and criminal background check. Unsatisfactory information relevant to the position may disqualify the applicant from employment.

Disability access for testing and interview accommodations can be provided upon reasonable notice by contacting Human Resources at 512-305-6729.

THC participates in E-Verify and will provide the Social Security Administration and, if necessary, the Department of Homeland Security with information from each new employee's Form I-9 to confirm work authorization.

Additional Military Crosswalk information can be accessed at:

https://hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_ProgramManagement.pdf

Veterans: Go to www.texasskillstowork.com for assistance with translating your military work experience and training courses into civilian job terms, qualifications/requirements, and skill sets.

For New Hires/Rehires: Health insurance is available the 1st of the following month after a 60-day waiting period.

**AN EQUAL OPPORTUNITY
AFFIRMATIVE ACTION EMPLOYER**