Texas Historical Commission/Texas Holocaust, Genocide, and Antisemitism Advisory Commission
Job Vacancy Notice
(Effective Date of this position is September 1, 2023)

Position Title: Development Manager
Classification Title: Program Specialist IV
Job Posting Number: 23-102
Salary: $5,000.00-$5,700.00/Month
Salary Group/Class#: B20/1573
FLSA: Exempt
Opening Date: 07/11/2023
Closing Date: Until filled
Duration: Regular, Full-time
Hours/Week: 40
Work Location Address: 1711 San Jacinto, Austin, TX. 78701

By statutory authority, The Texas Holocaust, Genocide, and Antisemitism Advisory Commission (THGAAC) is advisory to the Texas Historical Commission. Per a Memorandum of Agreement between the THC, the THGAAC, and the non-profit 501(c)(3) Friends of the Texas Holocaust, Genocide, and Antisemitism Advisory Commission, the THGAAC Development Manager also staffs the nonprofit organization and is a state employee.

JOB OBJECTIVE: Perform highly complex (senior-level) consultative services and technical assistance to the Texas Holocaust, Genocide, and Antisemitism Advisory Commission (THGAAC) agency staff, Texas Holocaust, Genocide, and Antisemitism Advisory Commission (THGAAC) Commissioners, Friends of the Texas Holocaust, Genocide, and Antisemitism Advisory Commission (FTHGAAC) 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 THGAAC, 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, including donor acquisition, creating, and coordinating solicitations, tracking gifts, and ensuring timely acknowledgments.
   • Manage a list of major gift prospects, 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.
   • Provide timely reports to donors for program/project-related grants.
   • Coordinate any fundraising events or special events with guidance from the Board and ED of the THGAAC.
2. Donor Relations Management
   • Ensure accuracy and currency of donor database, develop and coordinate standard operating procedures. Guide day-to-day donor database management.
   • Write, edit, and manage donor communications, including solicitations, acknowledgments, e-newsletters, and emails.
   • Generate regular reports to track annual fundraising goals.
3. Program Development and Support
   • Create and/or develop and expand other distinct FTHGAACC programs, including education and outreach programs.
• With the ED of the THGAAC, act as a liaison between THGAAC and FTHGAACC board to identify and secure opportunities for funding support.
• Serve as a resource and coordinate fundraising efforts.

4. Communications and Outreach
• Coordinate all aspects of the Friends of the THGAAC’s Communications Program.
• Establish, manage, refine, and update all web and online content with feedback and guidance from the ED of the THGAAC.
• Develop marketing materials and promotions for FTHGAAC.
• Update and manage a communications plan for ongoing communications with donors, partners, and supporters.

5. Board Management
• Assist in building FTHGAACC board and committee meeting agendas and board meeting planning.
• Facilitate board action items that relate to THGAAC.

6. Financial Management
• Oversee the financial management of FTHGAAC’s budget and accounts.
• Participate in the annual budgeting process.

7. May train others.
8. Adhere to an 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:
• Demonstrated interest in Holocaust, genocide, or antisemitism education.
• Experience in fundraising events management/coordination;
• Experience in board management/support;
• Comfort with numbers;
• Familiarity with non-profit governance and best practices;
• Experience in website management and web content development;
• Demonstrated experience and skill in public speaking.

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 the management of sensitive donor data and 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 strong attention to detail and a 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, FTHC 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 within the Capitol Complex. 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. The position is hybrid and requires a schedule of both regular, in-office work and the ability to telework.

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 the 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 their exemption from the requirement as a condition of state employment.

THC will conduct a driving and criminal background check as part of the employment process. 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 http://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