



Director of Community Philanthropy

September 2024

At Every Texan, we envision a Texas where people of all backgrounds can contribute to and share in the prosperity of our state. Unfortunately, not all Texans can access the conditions they need to thrive. We believe one of the most effective ways to advance social justice is to strengthen public policy. We are deeply committed to policy solutions that advance racial, ethnic, and gender equity, expanding opportunity for every Texan.

We are committed to focused and sustained action to dismantle racist systems, policies, practices, and ideologies. This commitment is ongoing and represents our desire to create and nurture an organizational culture that espouses anti-racism, equity, and belonging for all. We also listen to the voices of Black, Brown, Indigenous and People of Color (BIPOC) communities to catalyze equitable outcomes for all, and we recognize, value, and uplift the dignity and humanity of all our staff, fellows, and interns within our organization. We believe that living out our values as an anti-racist organization is critical to our mission. We stand against all forms of oppression, including transphobia, classism, sexism, ableism, and xenophobia.

You can learn more about our work at www.everytexan.org.

Every Texan is an equal opportunity employer committed to inclusive hiring and diversity in our work and staff. We do not discriminate in employment opportunities or practices based on actual or perceived race, color, religion, national origin, sex, age, marital status, sexual orientation, gender identity or expression, pregnancy, childbirth or related medical conditions, veteran status, uniform service member status, disability, or any other characteristic protected by law. Women, people of color (including multilingual and multicultural individuals), LGBTQ+ persons, and people with disabilities are encouraged to apply. Every Texan is, proudly, a unionized workplace.

Position Summary

The Director of Community Philanthropy oversees Every Texan's development and fundraising efforts, including developing and executing a fundraising strategy to expand general support and project-based contributions from individual donors, foundations, corporate sponsors, and fundraising events.

The Director will work across the organization to ensure that fundraising goals are met while growing new and existing relationships with funders and other nonprofits, and supervises and provides professional development support to a team of 2 full-time staff members. The position reports to Every Texan's Chief Executive Officer. The position also works closely with the Board of Directors, Communications Director, and Director of Finance and Administration, among

others. This is a unique opportunity for a strategy- and implementation-driven individual to work at the intersection of people, policy, and equity at a critical time for Texas and our nation.

Roles and Responsibilities

- Works closely with the CEO to lead a community philanthropy team in developing and executing Every Texan's comprehensive fundraising strategy, which includes institutional and individual giving, and developing and stewarding relationships through regular communications, updates/newsletters, in-person and virtual engagement, and hosting funder-oriented events.
- Leads vision for general communication and donor engagement – working with the communications department to use social media, email marketing, media engagement, and additional tools to inspire action to support Every Texan.
- Manage and maintain systems that track progress on donor fundraising goals, annual projections for grant proposals and individual giving, and prepares analytic reports for leadership and Board consumption and feedback.
- Supports grant application development and reporting.
- Researches and assesses the potential of new major individual, foundation, and organizational supporters.
- Creates and helps the CEO and other staff execute a comprehensive cultivation, solicitation, and stewardship strategy in order to maximize donor retention, engagement and investment.
- Prepares for funder, donor, and prospect solicitation opportunities, schedules meetings, and prepares briefing materials in advance of meetings with donors and prospects.
- Works with the CEO and the Board of Directors to provide fundraising reports and opportunities to support revenue goals, serving as staff liaison to the Board Development Committee.
- Works with CP staff to provide logistics support for fundraising events and donor functions, including our annual Legacy Award.
- With support from the CEO, Chief of Strategy, Communications Team, and CP staff, leads development and execution of fundraising and donor engagement strategies, including but not limited to annual direct mail and email fundraising appeals, periodic fundraising and stewardship events, and donor communication touchpoints by curating content.
- Responsible for maintaining and improving Every Texan's CRM system (Salsa CRM) and supporting integrations with related systems (e.g. Salsa Engage, Axios, Monday, etc.). Support the team and ensure users can best leverage all tools to work efficiently and effectively.
- Supervises CP staff and interns: Develops job descriptions, assists in hiring, manages workflows, conducts regular supervision, and evaluates performance; holds regular team meetings to create a collaborative culture and achieve team and organizational goals; builds opportunities for team professional development and supportive problem solving; monitors capacity and redistributes project duties as needed.

- Maintains a “generalist” knowledge of Every Texan’s policy portfolios and core advocacy goals and activities.
- Participate in leadership and professional development and commit to growth and transformation within the work in service to fundraising aligned with organizational values and strategic objectives.
- Oversees work with the Finance and Administration Team to ensure effective integration and reconciliation of financial and donor information.
- Works in collaboration with the Director of Communications to ensure external communication engages with donor and potential donor audiences.
- Engages actively in the organizational life of Every Texan.
- Performs other duties as assigned.

Required Qualifications, Skills, and Abilities

- Commitment to social, economic, and racial equity, and working at an organization that values and promotes diversity, equity, and inclusion.
- Ability to think strategically.
- High school diploma required; bachelor’s degree highly desirable; at least 8 years of directly related experience.
- A track record of effective foundation and major donor fundraising for nonprofits, preferably supporting social justice organizations, networks, and movements.
- Experience making and closing direct asks of donors.
- Strong organizational skills and project management capacity and ability to manage several significant projects simultaneously
- Supervisory/management skills/experience
- Experience handling logistics and planning for large fundraising events.
- Experience managing teams with varying levels of professional experience.
- Comfort with technology and its increasing role in development and donor communication, including using social media, email marketing, and development software for donor tracking.
- Experience developing and analyzing financial reports, including budgets, revenue projections, and revenue tracking.
- Partner effectively across Every Texan functions and capacities with the ability to lead and work as part of a team, especially strong collaboration with the Director of Communications.
- Maintain a working knowledge of all other Every Texan efforts
- Strong writing, editing, and speaking skills.
- Strong interpersonal skills, patience, and the ability to communicate with funders, donors, and influencers.
- Ability to digest complex policy issues and translate them into multiple products and for multiple audiences.
- Experience working directly with people from diverse racial, ethnic, and socioeconomic backgrounds.

Bonus Qualifications

- Experience making asks above \$25,000.
- Familiarity with Every Texan's issue areas of health and food justice, economic opportunity, and fiscal policy.
- Familiarity with fundraising and/or communications strategies for social justice advocacy organizations.
- Experience using Salsa CRM, Salsa Engage, Axios, Canva, and MS Office.

Status

- Full-time
- Permanent
- FLSA Exempt
- This is a supervisory, non-bargaining position

This position is Texas-based. Every Texan offers a flexible work schedule where employees can request remote work with approval from their supervisor when physical presence is not required. This position requires occasional travel.

Compensation

The starting salary range for this position is \$95,000 to \$105,000 annually, with a target start date of November 5. Every Texan offers excellent benefits, including health insurance, dental insurance, life and long-term disability insurance, retirement contributions, FSA, generous vacation, paid parental and health leave, and holidays.

Application

Please email (subject line: Director of Community Philanthropy) a cover letter, writing sample, resume, and two references to apply@everytexan.org by 9/24.

The cover letter should describe your interest in the position and include an explanation of your connection to our mission, how your experience meets the minimum qualifications, and how you are prepared for the responsibilities outlined in the job description. For the writing sample, please include a 1-3 page development-related document. Please e-mail applications with attachments in Microsoft Word or PDF format only. We do not accept phone inquiries regarding the position. Thank you!

Every Texan is an Equal Opportunity Employer