



## Position Description: Director of Development Austin, TX

---

The Texas Cultural Trust, established in 1995, is a 501c(3) non-profit organization whose mission is “to be the leading voice of the arts in education, advocacy, and economic impact in Texas, spotlighting the artistic excellence of our state.”

The Trust is governed by a 34-member Board of Directors comprised of industry and business leaders, arts patrons and artists from across the state who are passionate about the benefits of the arts to the state of Texas. With a \$1.4 million operating budget and a staff of six, the organization has built a strong group of programs that promote and support the arts. These include:

- **Art Can** conducts research and publishes data quantifying the economic and educational impact of the arts in Texas.
- **Texas Medal of Arts Awards**, for which notable Texans across a broad spectrum of arts disciplines are honored at a biennial awards show and gala (the 2021 event, which is scheduled for fall 2021, will examine the “Power of the Arts amid Covid-19”).
- The **Texas Young Masters** program, jointly with the Texas Commission on the Arts (TCA), awards scholarship grants to deserving young artists in music, theatre, dance, visual arts, literary arts, and other artistic disciplines.
- **Texas Women for the Arts**, with a mission to “awaken and nurture the artist in every Texas child,” is a statewide giving circle and membership program, with more than 240 members from across Texas. Since its inception, it has awarded over \$2.9 million to 208 arts organizations across the state, impacting more than a million Texas children.
- The **Arts Access** program examines the needs and opportunities to increase access to the arts, culture, and arts education for all Texans by providing resources, programming, and financial support, including the Trust’s **Arts and Digital Literacy** curriculum.
- **Partners in the Arts**, a growing consortium of arts organizations, artists, and arts patrons across Texas. Formerly the Institutional Partners program, has evolved into a broad membership platform for organizations and individuals.

**The opportunity:** The Trust is an increasingly high-profile non-profit organization supporting the arts in Texas. It has had solid support from a core group of arts supporters over its 25-year existence. The new Director will be asked to build a comprehensive new strategy to strengthen those relationships and to diversify funding sources to broaden the Trust’s impact. The ideal candidate will have significant philanthropic fundraising leadership experience, a strong commitment to the arts, and the willingness to take on this challenge.

### Position Summary

---

The **Director of Development** will be responsible for the creation and implementation of a comprehensive and strategic plan to maintain and expand current sources of funding, and to develop new sources of funding, through partnerships and individual, foundation and corporate gifts.

The Director’s leadership areas will include:

- Donor development strategies, to establish new donor relationships and diversify the donor base
- Donor services strategies, to support and deepen existing donor relationships
- Communication strategies to increase statewide awareness and positive recognition of the Trust’s mission; and
- Special initiatives which add value and service to donors.

## **Relationships**

The Director of Development reports to Heidi Marquez Smith, the Trust's Executive Director.

The Director will work with the Trust's team and with the Board of Directors and will provide primary support to the Development Committee of the Board.

## **Position Priorities (to be addressed during the first six months)**

- Evaluate the Trust's current fundraising activities and the goals for each of its programs and ensure that a coordinated overall strategy to build and increase resources is developed and initiated.
- Work with the Executive Director to maximize the organization's relationships with its donors.

## **Responsibilities**

---

- Create, implement, and monitor comprehensive development plans to establish and achieve fundraising goals for the Trust and each of its programs.
- Establish and maintain positive relationships with Board members and donors across the state.
- Working with the Executive Director, identify prospective donors and supporters and cultivate effective communications and relationships.
- Plan and coordinate development visits for/with the Executive Director and Board Members.
- Manage foundation and corporate grant applications including research and writing and ensure appropriate reporting and stewardship of existing grants.
- Coordinate and direct annual, endowment, and other fundraising campaigns, including mailings, digital communication, and online giving platforms (i.e. CauseVox).
- Manage the development database (Raiser's Edge) and other tracking systems.
- Plan and execute fundraising events working with the Trust team and partners.
- Manage the creation of collateral materials used for development, sponsorships, etc.
- Ensure that the Trust's social media and website reflect development interests appropriately.
- Represent the Trust externally with donors, nonprofit organizations, and the public.
- Keep abreast of current and emerging trends and best practices in fundraising.
- Engender the trust and confidence of all Trust team members, partners, and volunteers.

## **Ideal Experience and Skills**

- **Education:** minimum of a bachelor's degree; a graduate degree is desirable. CFRE certification is a plus.
- **Experience:** at least eight years of professional fundraising experience with a nonprofit organization, with a solid understanding of funding and budget challenges.
- Proven fundraising/development skills are essential; candidates should have a successful track record in identifying, cultivating, and stewarding donors (individuals, corporations, and foundations) in a range of development activities (major gifts, annual campaign, planned giving, endowment building, etc.).
- Proficient in using technology for reporting and data management, and as a communications tool; Raiser's Edge experience is a plus.
- Excellent communications skills (oral, written, and presentation) are essential, and the ideal candidate will have experience in the design and direction of a full range of communications to supporters and to the public.
- Knowledge of the arts in Texas, their heritage and their potential, is preferred but is not a requirement.

## **Ideal Personal Characteristics**

- An innovative self-starter who can build a strategic approach to increasing financial resources and execute a tactical plan that delivers.
- A skilled fundraiser who can build relationships, grow and steward a diverse donor base, and anticipate and implement new methods of funding the Trust's programs.
- An excellent communicator who can present effectively the Trust's goals and programs and their value to prospective donors.
- An individual with the integrity, demeanor, experience, and commitment to the Trust's mission to be an effective and respected representative of the Texas Cultural Trust.

## **Compensation and Benefits**

---

Salary commensurate with experience.  
Comprehensive benefits package.

## **To Apply**

---

Interested candidates should submit a resume and cover letter to [info@txculturaltrust.org](mailto:info@txculturaltrust.org).