



<b>Job title</b> Donor Relations Associate	<b>Department</b> Donor Relations
<b>Reports to</b> Director of Donor Relations	<b>Supervises</b> N/A
<b>FLSA status</b> Exempt	<b>Hours</b> Full time

**Date**  
August 2023

Austin Community Foundation mobilizes ideas and resources to strengthen Central Texas. We envision a vibrant and equitable community where everyone can contribute and find opportunity. ACF is committed to closing the opportunity gap in Central Texas through targeted investments in housing affordability and economic mobility.

As a trusted local partner, ACF stewards approximately \$445 million in assets in more than 1,300 charitable funds. Since its creation in 1977, the Foundation has granted more than \$515 million to nonprofits across Central Texas and beyond.

Austin Community Foundation offers a hybrid work environment. As a place-based organization, we expect our employees to reside locally and be available for in-office meetings and tasks. Employees work with their supervisors to draft their hybrid work plan.

### **Job summary**

The primary roles of this position are to:

- Provide best-in-class, proactive relationship management and services related to a portfolio of donor advised and scholarship funds.
- Manage the Foundation's scholarship program, coordinating a cross-departmental team of contributors.
- Support an organization-wide effort to build assets through business development and fundraising, particularly focused on leveraging donor advised funds.
- Strengthen the Foundation by connecting donors' philanthropic missions and ACF's strategic priorities.

### **Essential duties and responsibilities include the following:**

#### **Scholarship Program Management (50%)**

- Execute all aspects of the Foundation's scholarship program. During the scholarship season (January-July), tasks include using software to manage the annual application, review, and selection processes, completing administrative tasks such as verifying accuracy of information, selection criteria, and committee members, and communicating during periods of high volume with internal collaborators, volunteers, students, educational institutions, and fundholders. During the scholarship off-season (August-December), tasks include stewarding relationships

with fundholders and school administrators, assessing the previous season, and making necessary changes to improve the program.

- Support department leadership in implementation of an updated operating model, including a software conversion, intended to create a sustainable program that increases efficiency and builds a positive experience for a wide variety of constituents.
- Increase visibility and support of Austin Futures, ACF's pooled scholarship fund, to elevate it into a vital element of the Foundation's scholarship program and realize the Foundation's vision of expanded access to quality post-secondary education for Central Texas students who demonstrate financial need and academic achievement. Engage donors and prospects through various channels, collect stories and information that demonstrate impact, and track and measure progress in growing the initiative.

#### **Donor Services and Stewardship (40%)**

- Manage a portfolio of funds including donor advised, scholarship, and other funds. Deliver donor services that are consistent with Council on Foundations' National Standards and align with the Foundation's best-in-class service model.
- Develop and execute proactive fundholder stewardship plans that lead to deeper ties with donors as a means to increase fundholder activity and better serve our audience.
- Identify opportunities to connect donors' philanthropic goals with the Foundation's strategic priorities for serving the community. Work with the Donor Relations team to maintain an effective and continuously improving approach to stewardship that increases fundholder engagement and grows assets based on organizational goals.
- Maintain records relating to funds, fund representatives, and related committees. Ensure data is accurate and changes are tracked accordingly in the Foundation's system of record.

#### **Development/Advancement (10%)**

- Build Foundation assets by actively engaging in fund development through proactive networking and bringing new clients to the organization. Develop outreach strategies to attract and serve new clientele, in particular, building relationships with local individuals for whom ACF's most effective and efficient products and services are valuable.
- Support fundraising for ACF programs by creating opportunities for connections between donors' philanthropic missions and ACF's strategic priorities. Work collaboratively with Community Impact team to identify prospects and cultivate giving across the organization.

Other duties as assigned.

This job description is intended to be general, is expected to evolve over time, and will be reviewed periodically and updated as needed.

#### **Job requirements and qualifications**

##### **Experience**

- 3-5 years of experience in nonprofit sector. Development experience strongly preferred. Community foundation, philanthropic or related private sector experience encouraged.
- Experience in scholarship management or an adjacent field strongly preferred.

### **Training requirements (licenses, programs or certificates)**

- None required.
- Preference given to candidates with experience with IRS regulations related to charitable giving, fair market value and deductibility of gifts.

### **Other knowledge, skills and abilities**

- Passionate about building efficiency and finding solutions for diverse audiences with complex objectives. Ability to identify common themes, challenges, and opportunities across diverse audiences and develop a unified framework to meet them in replicable manner.
- Proactive learner; innately takes action when curious. Driven by a desire to expand knowledge, first leveraging existing resources when seeking information and developing solutions.
- Strong organizational and time management skills; ability to evaluate multiple requests and quickly prioritize the highest-leverage activities.
- Superb interpersonal skills; ease in communicating and interacting with a wide variety of constituent groups. Successful use of internal and external consensus-building.
- Demonstrates a high level of confidence and ease in daily interactions with various software and technology tools, including navigating back-end interfaces.
- Ability to work both independently without close oversight as well as be a team player who will productively engage with others at varying levels of seniority within and outside the organization.
- Ability to measure impact, synthesize it in compelling ways that move groups forward, and easily identify opportunities for replication within prospective audiences.
- Authentic participation in and commitment to diversity, equity and inclusion and the organization's ongoing work to eliminate the opportunity gap in Central Texas.

### **Work environment and other information**

- Work in clean, pleasant, comfortable office setting.
- Minimal travel required.
- Attendance required at occasional after-hours or evening events.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Salary:** Approximately \$55,000 per year.

### **Workplace benefits:**

Collaborative team environment

Opportunity to make Central Texas a better place for everyone

Paid time off

ACF covers 100% of employee health, dental and vision plans, basic life and AD&D insurance, and short/long term disability insurance

401(K) with employer match

Basic life insurance and AD&D

To apply for this position, please submit your resume and cover letter to Kim McCrary at [apply@austincf.org](mailto:apply@austincf.org). No phone calls, please. Position will remain open until filled.

*Austin Community Foundation is committed to equal-employment principles, and we recognize the value of committed employees who feel they are being treated in an equitable and professional manner. We strive to find ways to attract, develop, and retain the talent needed to meet business objectives, and to recruit and employ highly qualified individuals representing the diverse communities in which we live.*