



Job title Annual Giving Manager	Department Impact
Reports to Senior Director of Advancement	Supervises None
FLSA status Exempt	Hours Full time
Date August 2025	

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 \$640 million in assets in more than 1,300 charitable funds. Since its creation in 1977, the Foundation has granted more than \$570 million to nonprofits across Central Texas and beyond.

Job summary

The Annual Giving Manager is an integral part of the Impact team. Primary responsibilities include raising a combined \$2,000,000 in annual support of ACF's Signature Programs including the Women's Fund, Hispanic Impact Fund, Economic Mobility Fund, and Austin Leadership Fund. Utilizing a variety of campaign mediums to target donors of all types, this position will support the strategic growth of the Foundation's community impact work in close partnership with the Senior Manager of Community Impact.

Essential duties and responsibilities include the following. Other duties may be assigned.

Fundraising (50%)

- Set and achieve ambitious annual goals for financial support, collaborating with the Chief Impact Officer and Senior Manager of Community Impact on the needs of ACF's programs.
- Lead the implementation of ACF's annual strategies to raise funds for mission-driven initiatives including Austin Leadership Fund, Economic Mobility Fund, Hispanic Impact Fund, and Women's Fund, including both acquisition and renewal activities.
- Work in partnership with the Senior Director of Advancement to manage fundraising efforts for the Foundation's annual fundraising event, Austin in Common, developing fundraising materials and soliciting sponsorships from new and existing supporters.
- Engage a portfolio of major donors, strategically moving them through the donor lifecycle to retain their support and increase contributions, with the goal of deepening their relationship with the Foundation over time.
- Work cross-departmentally to implement existing and develop new fundraising campaigns.

- Work cooperatively with the Donor Engagement team to prospect within the Foundation, connecting with fundholders to promote our strategic initiatives.
- Write grant applications on behalf of ACF's work, soliciting corporate and foundation donors for annual support and completing routine reporting requirements.

Development Operations & Administration (30%)

- Track and share key metrics that articulate the outcomes of fundraising activities for the Impact Team and various steering committees, including maintaining up-to-date, program-specific fundraising dashboards and highlighting year-over-year trends.
- Collaborate across the Foundation to cultivate a culture of fundraising, ensuring every detail of the donor and prospect experience—large or small—is thoughtfully managed, while fostering teamwork that supports positive fundraising outcomes.
- Maintain up-to-date records within ACF's system of record, CSuite, and leverage other software tools (such as Asana and Miro) to facilitate workflow and communicate with other internal stakeholders.
- Leverage the support of volunteer Fundraising Chairs and Chairs-Elect from the Hispanic Impact Fund and Women's Fund Steering Committees to expand the reach of our solicitation activities.
- Respond to general inquiries from those seeking to support ACF's work and guide them to where they can best partner with the Foundation.

Donor Stewardship & Engagement (20%)

- Support efforts to promote donor attendance at programming events; assist with post-event follow-up activities as needed.
- Oversee annual steering committee stewardship projects, including swag mailer campaigns.
- Provide routine stewardship to all annual giving donors, sending timely thank you communications, providing them updates throughout the year, and cross-promoting other areas of ACF's work as appropriate.
- Flag and communicate any prospects from within the annual giving portfolio that may be a fit for other areas of ACF's work such as steering committee positions, donor advised funds, or planned giving.

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

- A minimum of 5 years' professional fundraising experience is required. A minimum of 2 years in a role that routinely interacts with individual donors required.
- A proven track record of success soliciting, stewarding, and renewing donor gifts of \$1,000+ is required.

- Exposure to and experience implementing a variety of fundraising methods is required. Direct experience with grant writing, event coordination, peer-to-peer giving, annual campaigns, direct mail, and/or major gifts is preferred.
- Experience working with volunteer fundraising committees a plus.
- Experience working with donors who use a donor advised fund as a tool for their philanthropy a plus.

Training requirements (licenses, programs or certificates)

- None required.

Knowledge, skills and abilities

- Passion for fundraising and advancing an organization's mission through impactful, behind-the-scenes contributions.
- Strong understanding and appreciation of the full donor moves management cycle.
- Goal-oriented mindset with the perseverance and enthusiasm to tackle ambitious objectives.
- Committed to working strategically and effectively without sacrificing momentum for perfection.
- Creative problem-solver with the ability to generate multiple approaches to achieve desired outcomes.
- Confidence and willingness to make the ask.
- Working knowledge of the biggest issues impacting the Central Texas community. Preference given to background or experience in affordability, housing, and/or economic security.
- Proficiency in Microsoft Office products – especially Outlook and Excel, plus the ability to quickly learn new software.
- Commitment to diversity, equity and inclusion.
- Ability to think strategically and work independently with minimal supervision.
- Be proactive and enthusiastic, a self-starter who knows where to go to find the answer to their questions.
- Enjoy working in a collaborative office environment.
- Possess a high degree of accuracy and attention to detail. Excellent organizational and workload prioritizing skills. Can stick to a timeline and meet your deadlines.
- Flexibility to work during regular business hours and in the evenings and/or other times as required by meeting, event, and activity schedule.
- Proven ability to operate in a confidential way dealing with highly sensitive organizational, personal, financial, and legal information.

Work environment and other information

Austin Community Foundation offers a hybrid work environment. **This is not a remote position.** 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.

- Work in a 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 accommodation may be made to enable individuals with disabilities to perform the essential functions.

Salary: \$80,000 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. No phone calls, please. **Deadline: October 6, 2025.**

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.