



Development Director Job Description

Annie's List is a political action committee whose vision is to achieve equality for women by changing the face of power in Texas.

We do this by recruiting, training, supporting and electing pro-choice women who are dedicated to advancing the self-determination, health, safety and financial security of Texas women and their families.

By electing pro-choice women and changing the face of power in Texas, Annie's List promotes a progressive agenda that:

- Protects access to a full range of sexual and reproductive health care for all women.
- Provides affordable and accessible health care for all Texas families.
- Advances the inclusion and protection of marginalized and disenfranchised Texans in all aspects of public life.
- Creates equitable economic opportunities, wages and working conditions for women
Prevents violence against women and children and assists those who do become victims
- Supports high quality and accessible public education for all children, pre-K through college.

The Development Director is responsible for planning, organizing and directing all of Annie's List fundraising including the major gifts program, annual fund, special events and any capital campaigns. The Director works closely with the Executive Director and the Board of Directors in all development and fundraising endeavors.

Qualifications:

- Must embrace the mission of Annie's List
- Strong interpersonal and writing skills.
- Have knowledge and experience in fundraising techniques, particularly major gift fundraising and online giving.
- Possess the skills to work with and motivate staff, board members and other volunteers.
- Have the desire to get out of the office and build external relationships in partnership with volunteer leaders
- Be a "self-starter" and goal driven to initiate donor visits and fundraising calls.
- Be organized and exhibit "follow through" on tasks and goals.
- Display a positive attitude, show concern for people and community, demonstrate presence, self-confidence, common sense and good listening ability.
- Bachelor's Degree required

- 7 years minimum experience in professional fundraising. Political fundraising experience required

Job Responsibilities:

- Work closely with Annie's List's Executive Director and Board of Directors to undertake major gifts and events programs effectively and strategically
- Develop, manage and execute an ambitious fundraising plan for each fiscal year
- Build, monitor and evaluate the monthly, quarterly and yearly budget
- Meet prospective donors and supporters on a continual basis to establish effective communications with them
- Grow a major gifts program including identification, cultivation and solicitation of major donors.
- Direct all fundraising, including capital campaigns and other major fundraising drives.
- Oversee the development and execution of a low-dollar donor program, including an online fundraising strategy
- Direct the annual fund program, including donor communications (regular email updates, solicitations and mailings)
- Make public appearances/accept speaking engagements to share information about Annie's List the community.
- Staff Board of Directors meetings, including the meetings of the Development Committee
- Supervise Development staff (Events Manager, Development Coordinator and interns). Direct oversight of event coordination, communication with vendors, hosts and sponsors
- Collaborate with other Annie's List Directors to achieve the goals of the organization
- Oversee creation of publications to support fundraising activities
- Supervise the Development Coordinator in preparation for required reporting and compliance (currently utilizing EveryAction)
- Maintain donor stewardship and recognition efforts
- Demonstrate professional conduct at all times
- Perform other duties as requested

Salary/Benefits:

- Commensurate with experience and other qualifications

To apply send your cover letter and resume to jobs@annieslist.com with the subject line "Development Coordinator." Please have 2 recommendations available to contact at our request.

This job posting is not intended to be all inclusive. Annie's List reserves the right to revise or change job duties as the need arises.

Annie's List is committed to diversity among staff and recognizes that continued success requires the highest commitment to obtaining and retaining a diverse staff that provides the best quality services to supporters and constituents. Annie's List is an equal opportunity employer and it is standard policy to recruit, hire, train, promote and administer any and all personnel actions without regard to sex, race, age, color, creed, national origin, religion, economic status, sexual orientation, veteran status, gender identity or expression, ethnic identity, physical disability, or any other legally protected basis. Annie's List will not tolerate any unlawful discrimination and such conduct is strictly prohibited.