



ANNIE'S LIST

Join Our Team: Development Director

Location: Remote // Texas Based

Annie's List is a statewide political action committee whose vision is to achieve equality for women by changing the face of power in Texas. **The Training and Engagement Fund (ALTEF)** is the 501(c)(4) advocacy arm of Annie's List. ALTEF is dedicated to advancing the participation of women in the political process 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 reproductive rights for women
- Provides affordable and accessible health care for all Texas families
- Creates equitable wages and working conditions for women
- Prevents violence against women and children and assists survivors
- Supports quality public education for all children

The Development Director is a full-time, exempt position which reports to the Executive Director. The position will require some travel within the state. The position requires adherence to strict confidentiality guidelines regarding information gained in the course of employment that concerns political races, financial matters, and operations of the organization.

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

Qualifications:

- Must embrace the mission of Annie's List
- Strong interpersonal, organizational, event planning, and writing skills
- Strong verbal communications skills and demonstrated ability to write clearly and persuasively
- Ability to multitask in a fast-paced environment
- Have knowledge and experience in fundraising techniques, particularly major gift fundraising, donor relations, and event fundraising
- Possess the skills to work with and motivate staff, board members and other volunteers



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- 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
- Proficiency with Microsoft Office, EveryAction, NGP, and Google Workspace
- Display a positive attitude, show concern for people and community, demonstrate presence, self-confidence, common sense and good listening ability
- 3 years minimum experience in professional fundraising
- Ability to work non-traditional hours as needed
- Ability to travel as needed

Job Responsibilities:

- Fundraising Administration and Board Support
 - With the Executive Director, develop, manage, and execute a fundraising plan for each fiscal year
 - With the Executive Director, build, monitor and evaluate the quarterly and yearly budget
 - Prepare end of year fundraising analysis to guide planning
 - Staff Board of Directors meetings, including the meetings of the Development Committee
 - Report monthly fundraising progress to the Board
 - Ensure Board Members’ pledges are recorded and fulfilled by the end of the yearly fiscal year
- Fundraising Programs
 - Work closely with Executive Director, Board of Directors, and ALTEF Deputy Director to undertake annual appeals, major gifts, and events programs to effectively and strategically to achieve the goals of the organization
 - ANNUAL APPEAL
 - Direct the annual appeal program for contribution renewal
 - Leverage and maintain the “Membership Program” in service to donor stewardship and contribution renewal
 - Generate necessary donor communications for the annual appeal
 - MAJOR GIFTS:
 - Meet with prospective donors and supporters on a regular basis to establish effective communications and organizational relationships
 - Renew existing contributions and mine for new donor opportunities
 - Maintain donor stewardship and recognition efforts through the “Membership Program”
 - EVENT PLANNING:
 - Generate event calendar and plan
 - Lead the effort to secure speakers and host committees for events
 - Manage host committee organization and progress to the goal



- Direct event planning communication with vendors, hosts, and sponsors
- Team Collaboration
 - Work with the Communications Director to oversee the digital fundraising program, ensure the website is current as it relates to finance information, and ensure finance-related communications are timely and relevant
 - Work with the Special Projects Coordinator to manage fundraising reports and maintain the donor database, ensuring it includes correct and accurate donor information and records
 - Work with the Special Projects Coordinator and Operations and Political Coordinator in preparation for required reporting documents, event tracking database maintenance, and bookkeeping duties
 - Work with the ALTEF Deputy Director to prepare and submit grant proposals and reports
- Demonstrate professional conduct at all times
- Perform other duties as requested

Work Schedule

- Standard work week is Monday-Friday, 40 hours per week
- Weekend flexibility is required for scheduled events, travel, and election work
- Work will be conducted remotely within the state of Texas

Salary/Benefits:

- \$85,000 - \$95,000
- Unlimited paid time off (40 hours upon hire)
- 11 paid holidays per calendar year
- Medical benefits including vision and dental (available upon hire date)

To apply, send your cover letter and resume to info@annieslist.com AND Cristina@annieslist.com with the subject line "Development Director Application."

This job description is not intended to be all-inclusive. Annie's List reserves the right to revise or change job duties as the need arises. This job description does not constitute a written or implied contract of employment.

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 and 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 or physical disability, or any other legally protected basis. Annie's List will not tolerate any unlawful discrimination and such conduct is strictly prohibited.