

**Manager, Advancement Marketing and Communications
Austin Community College**

Direct Link: <https://www.AcademicKeys.com/r?job=261629>

Downloaded On: Aug. 26, 2025 7:32pm

Posted Aug. 26, 2025, set to expire Nov. 29, 2025

Job Title	Manager, Advancement Marketing and Communications
Department	Staff
Institution	Austin Community College Austin, Texas
Date Posted	Aug. 26, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Director/Manager Professional Staff
Academic Field(s)	Graphic Design/Marketing Communications/Public Relations
Apply Online Here	https://apptrkr.com/6509029

Apply By Email

Job Description

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Job Posting Closing Times: Job postings are removed from advertising at **12:00 A.M.** on the closing date e.g., at midnight on the day before the closing date.

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Austin Community College employees are required to maintain a domicile in the State of Texas while working for the college and throughout the duration of employment. [-AR 4.0300.01](#)

[If you are a current Austin Community College employee, please click this link to apply through your Workday account.](#)

Austin Community College is a public two-year institution that serves a multicultural population of approximately 41,000 credit students each Fall and Spring semester. We embrace our identity as a community college, as reflected in our mission statement. We promote student success and community development by providing affordable access, through traditional and distance learning modes, to higher education and workforce training, including appropriate applied baccalaureate degrees, in our service area.

As a community college committed to our mission, we seek to recruit and retain a workforce that:

- Values intellectual curiosity and innovative teaching
- Is attracted by the college's mission to promote equitable access to educational opportunities
- Cares about student success and collaborates on strategies to facilitate success for populations including; first generation college students, low-income students, and students from underserved communities.
- Focused on student academic achievement and postgraduate outcomes
- Welcomes difference and models respectful interaction with others
- Engages with the community both within and outside of ACC

Job Posting Title:

Manager, Advancement Marketing and Communications

Job Description Summary:

The Manager of Advancement Marketing and Communications leads the strategic design and execution of donor-focused communications, campaigns, and storytelling initiatives for the Austin Community College Foundation. Reporting to the Director of Annual Giving and Fundraising Programs, this role supports all Advancement areas - including annual giving, major gifts, stewardship, alumni engagement, and events - by creating compelling content, managing multi-channel outreach, and ensuring brand consistency in philanthropic messaging. The Manager plays a key role in elevating ACC's case for support, building donor affinity, and advancing a culture of generosity.

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Job Description:

Description of Duties and Tasks

- Supervise, train, coach, and evaluate assigned staff in alignment with College policies and employment laws; recommend hiring and termination decisions.
- Develop and execute marketing and communication plans that support annual giving campaigns, donor engagement strategies, and fundraising priorities.
- Create, write, and edit content for print, website and digital materials, including emails, appeal letters, impact stories, social media, newsletters, event collateral, and reports.
- Coordinate Advancement communications with the College's Office of College Relations and Marketing (OCRM) to ensure consistency with institutional branding.
- Manage the design and production of donor-facing materials and multimedia assets, either directly or through vendor coordination.
- Collaborate with Development, Annual Giving, and Advancement Services teams to deliver personalized donor communications, acknowledgments, and stewardship pieces.
- Support the planning and promotion of giving days, donor events, and campaign launches, including timelines, messaging, and visual identity.
- Analyze communication performance using available data and adjust strategies to improve reach, engagement, and conversion metrics.
- Maintain and manage a calendar of Advancement communications and campaigns.
- Ensure all content aligns with the Foundation's tone, values, and messaging goals.
- Develop and maintain processes and tools that support campaign consistency and team-wide efficiency (e.g., templates, asset libraries, brand guides).
- Provide consultation and support to faculty, staff, and volunteers involved in fundraising communications.
- Oversee part-time staff, interns, or vendors as assigned.

Knowledge

- Marketing and communications principles, content strategy, and audience engagement.
- Branding, storytelling, and philanthropic messaging.
- Graphic design, campaign planning, and digital asset management.
- Fundraising culture and donor-centered communication practices.

Skills

- Excellent writing, editing, and storytelling skills.

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- Ability to translate complex information into compelling donor narratives.
- Strong interpersonal, time management, and project coordination skills.
- Ability to manage competing priorities and deliver high-quality work under deadlines.
- Visual communication sensibility and creative thinking.
- Effective collaboration with cross-functional teams and departments.

Technology Skills

- Proficiency with content creation tools (e.g., Adobe Creative Suite, Canva).
- Familiarity with email marketing platforms (e.g., Mailchimp, Constant Contact).
- Experience with fundraising and donor CRM platforms (e.g., Raiser's Edge)..
- Proficiency in Microsoft Office and Google Workspace.

Required Work Experience

- Three (3) years of experience in marketing, communications, advancement, or public relations.

Preferred Experience

- Experience in a higher education or nonprofit fundraising environment.
- Experience with fundraising or donor engagement campaigns.
- Experience using social media and digital platforms for engagement strategy.

Required Education

- Bachelor's degree.

An associate degree and two additional years of relevant experience may substitute for the bachelor's degree requirement.

Preferred Education

- Bachelor's degree in communications, marketing, journalism, public relations, or related field.

Special Requirements

- Reliable transportation for local travel as needed.
- Availability to support evening or weekend events.

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Physical Requirements

- Work is performed in an office environment with frequent use of computer and design tools.
- Subject to walking, sitting, standing, bending, reaching, pushing, and pulling.
- Occasional lifting of items up to 20 pounds.

Safety

- Supervise the safe operation of the unit.
- Facilitate safety training and inspections.
- Ensure safe use of communication equipment and technology.
- Take reasonable and prudent actions to eliminate identified hazards and foster a workplace safety culture.

Salary Range

\$68,731 - \$85,913

Number of Openings:

1

Job Posting Close Date:

September 1, 2025

Clery Act

As required by the US Department of Education, employees are required to report violations under Title IX and, under the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (Clery Act), select individuals are required to report crimes. If this position is identified as a Campus Security Authority (Clery Act), you will be notified, trained, and provided resources for reporting.

Disclaimer

The above description is an overview of the job. It is not intended to be an all-inclusive list of duties and responsibilities of the job, nor is it an all-inclusive list of the skills and abilities required to do the job. Duties and responsibilities may change with business needs. ACC reserves the right to add, change, amend, or delete portions of this job description at any time, with or without notice. Employees may be

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required to perform other duties as requested, directed, or assigned. In addition, reasonable accommodations may be made by ACC at its discretion to enable individuals with disabilities to perform essential functions of the job.

To apply, please visit: https://austincc.wd1.myworkdayjobs.com/en-US/External/job/Highland-Campus/Manager--Advancement-Marketing-and-Communications_R-7926

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

Staff

Austin Community College

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