

Director, Development
Austin Community College

Direct Link: <https://www.AcademicKeys.com/r?job=261630>

Downloaded On: Aug. 26, 2025 7:12pm

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

Job Title Director, Development
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) Institutional Advancement

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Job Description

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Director, Development

Austin Community College

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.

Austin Community College employees are required to maintain a domicile in the State of Texas while

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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:

Director, Development

Job Description Summary:

The Director of Development supports the long-term success of the Austin Community College Foundation by cultivating and stewarding meaningful donor relationships. Reporting to the Senior Director of Development, Leadership Giving, this position manages a personal portfolio of prospects and donors while guiding strategic fundraising initiatives that align with the College's mission and philanthropic priorities. The Director collaborates closely with Advancement staff, faculty, and Foundation Board members to drive donor engagement, campaign growth, and a culture of philanthropy.

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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.
- Actively cultivate, solicit, and steward a portfolio of 100-150 annual and major gift donors and prospects to advance institutional priorities.
- Support the design and execution of donor strategies aligned with the College's academic programs, scholarships, and community initiatives.
- Partner with faculty, staff, and Advancement leadership to develop compelling donor proposals, stewardship reports, and campaign communications.
- Assist in identifying and qualifying prospects, referring potential major donors to the Senior Director of Development, Leadership Giving for further cultivation.
- Collaborate with Annual Giving, Stewardship, and Marketing teams to deliver personalized and coordinated donor experiences.
- Participate in the design and execution of donor recognition events, giving days, and campaign launches.
- Ensure timely and accurate donor tracking, reporting, and call reports in the CRM system.
- Monitor key performance indicators including donor visits, solicitations, gifts secured, and pipeline progress.
- Represent ACC and the Foundation at community events, fundraisers, and donor meetings to cultivate relationships and enhance philanthropic visibility.
- Contribute to the development of campaign materials, special initiatives, and fundraising proposals that support the College's priorities.
- Support evening and weekend events as needed.
- Perform other duties as assigned in support of Advancement and Foundation goals.

Knowledge

- Fundraising strategies, relationship management, and donor stewardship principles.
- Proposal development, event support, and constituent communications.
- CRM systems, data analytics, and fundraising metrics.
- Higher education or nonprofit advancement models.
- Prospect research and donor pipeline development.

Skills

- Leadership, coaching, and team development.
- Excellent written, verbal, and interpersonal communication skills.

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- Strategic relationship-building and donor engagement with both internal and external stakeholders.
- Campaign planning, execution, and analysis.
- Problem-solving, attention to detail, and strategic thinking.
- Ability to prioritize and manage multiple projects with competing deadlines.
- Discretion in managing confidential information and donor relationships.

Technology Skills

- Proficiency with fundraising and donor CRM platforms (e.g., Raiser's Edge).
- Strong skills in Microsoft Office Suite and Google Workspace.
- Familiarity with data reporting and digital engagement tools.

Required Work Experience

- Three (3) years of professional experience in fundraising, development, or donor engagement.

Preferred Experience

- Experience with major gifts, annual giving, or campaign development in higher education or a nonprofit environment.
- Experience with Raiser's Edge (Blackbaud) or a comparable CRM system.

Required Education

- Bachelor's degree.

Preferred Education

- Master's degree in nonprofit management, communications, business, or a related field.

Special Requirements

- Reliable transportation for local Austin area travel.
- Availability to attend evening and weekend events.

Physical Requirements

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- Work is performed in office and community settings.
- Subject to standing, walking, sitting, 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.
- Take reasonable and prudent actions to eliminate identified hazards and foster a workplace safety culture.

Salary Range

\$87,157 - \$108,946

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 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.

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To apply, please visit: https://austincc.wd1.myworkdayjobs.com/en-US/External/job/Highland-Campus/Director--Development_R-7924

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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