

**Development Manager - E3 Alliance
Austin Community College**

Direct Link: <https://www.AcademicKeys.com/r?job=232084>

Downloaded On: May. 8, 2024 4:24pm

Posted Feb. 29, 2024, set to expire Nov. 29, 2024

Job Title Development Manager - E3 Alliance
Department Development
Institution Austin Community College
Austin, Texas

Date Posted Feb. 29, 2024

Application Deadline Open until filled
Position Start Date Available immediately

Job Categories Director/Manager

Academic Field(s) Institutional Advancement
Grant Writer/Technical Writer

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Job Description

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Development Manager - E3 Alliance

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.

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

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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:

Development Manager - E3 Alliance

Job Description Summary:

E3 Alliance, a nonprofit focused on systems change in education, is looking for a full-time Development Manager to establish and implement the fundraising goals and objectives for our corporate and individual major donor campaign strategy for organizational sustainability. This is an excellent opportunity for experienced development professional interested in improving equity in the Central Texas education system and its correlation to fundraising.

Job Description:

Position Description: E3 Alliance Development Manager

Classification: Professional - Exempt

Direct Supervisor: VP of Investor Development

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About E3 Alliance:

E3 Alliance (E3) is a nonprofit organization leading the charge in the relentless pursuit of education transformation for Texas students. Founded in 2006, E3 Alliance is a Texas-based education collaborative that leverages data to serve as a catalyst to impact educational outcomes for all students—cradle to career. Partnering with school, community, and business leaders, E3 Alliance brings together diverse voices to collaborate and build a strong, equitable education pipeline that delivers a trained and educated workforce while creating long-term, systemic change.

Our Core Values: Collaboration | Data-driven | Equity | Learning | Relentless

E3 Alliance is an equal opportunity employer and has a **Best Place for Working Parents 2024 designation for the 4th year in a row.**

At E3 Alliance we value both the effectiveness of remote work and the importance of in-person collaboration. For this role, there will be remote work flexibility with an understanding that weekly team meetings, meetings with donors and organization-wide staff meetings are required to be in-person.

Purpose of Position

This role will establish and implement short and long-range fundraising goals and objectives for our corporate and individual major donor campaign strategy for organizational revenue generation and sustainability. This position will serve as lead major gift officer for corporate and individual major donor investments for E3 Alliance's philanthropic strategy. Organizational fund development elements include: donor acquisition and fund-raising events, annual giving and major gifts from individuals and corporations, and processes and systems for effectively managing investments in E3 Alliance. Supporting efforts include staff training, donor stewardship, gift entry and acknowledgement, database management, and donor research. This role reports to the Vice President of Investor Development.

Position Description

Major Donor Cultivation and Stewardship (Approximately 60% of time):

- Manage a portfolio of major individual donors/investors (primarily corporations and major individual donors), develop customized roadmaps and compelling narratives to secure their investment and reach your portfolio goal.
- Proactively ensure the organization develops strong long-term relationships with large-scale individual and corporate donors/funders.

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- Build relationships to ensure fund development strategy is achieved.
- Research major donor opportunities to develop additional funding resources for current and proposed initiatives.
- Launch and guide new individual major donor campaign, E3 Legacy Trust, to become new substantial revenue source for E3.
- Ensure establishment of a broader and diverse donor base of individual, and corporate giving to complement major philanthropic investment.
- Fully utilize DonorPerfect to track and manage the prospect/proposal/donor lifecycle.
- Collaborate with various internal and external stakeholders to generate program and impact content and develop a deep understanding of our coalitions' work.
- Support senior leaders in preparation for meetings and respond to requests from investors and provide follow-up support as necessary.
- Create and designs donor impact reports, gift acknowledgments, and pledge reminders.

Corporate Partnership Strategy & Data Management (Approximately 25% of time):

- Lead corporate engagement strategy to deepen broad based support for special events and partnerships.
- Lead and manage corporate sponsorship cultivation, solicitation, and stewardship for the Blueprint Summit, Geeks in Boots, and other events as needed.
- Work with Development Specialist to carry out key work components in donor database management, special events, administrative functions, and donor cultivation and stewardships.
- Ensure the DonorPerfect database structure and reports are fully functional and utilized by departments involved in organizational investment.
- Generate strategic work products for DonorPerfect reports and organizational dashboards.

General Support (Approximately 15% of time):

- In conjunction with VP of Investor Development, support the Annual Development Plan for strategic direction and setting priorities.
- Work closely with the Senior Director on the Blueprint Team to ensure that programs and initiatives have the resources to meet short and long-range goals/objectives.
- Map investor priorities to E3 mission and organizational needs and capabilities, understanding how to represent our capabilities consistent with our mission and how to avoid potential major donor relationships that could take us off mission.

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- Develop, together with the fund development team, finance team and Executive Director, the organization's resource budget, monitoring team performance monthly and maintaining an on-going forecast for year-end projections.

Required Education / Skills / Experience:

- B.A. or B.S. in Business, Education, or a related field required
- Minimum 3 years' experience in working in development (major gifts, grants, annual plan) and/or education services sales
- Recognition and respect for diversity of culture and background
- Commitment to E3 Core Value of achieving equity in education
- Passionate and committed to changing the education landscape
- Excellent written and oral communications skills for example: Strength presenting information in verbal, written, and graphic form in ways that influence action and behavior; and the ability to write powerful case studies and persuasive documents
- Experienced negotiator; assertive and able to work with prospects to close deals, while balancing commitment to the mission and prioritizing benefit to the customers' ability to be an effective investor in positive education change
- Strong, proven project management skills
- Experience managing multiple complex tasks and priorities to meet deliverables and deadlines
- Experience managing pipeline of sales or grant prospects
- Must be experienced and adept at using DonorPerfect as a donor investment tracking tool or comparable donor management system (DMS)
- Ability to rapidly develop credibility with education partners and prospects
- Detail-oriented
- Self-directed, rapid learner, and enthusiastic about advancing the mission of E3 Alliance
- Minimal travel required, in the state of Texas

Other Highly Desired Skills:

- Significant background/experience in the education space, directly (e.g. teaching) or through education products and services
- Direct experience working with workforce and/or educational institutions from the public, private or non-profit sectors, preferably in Central Texas
- Experience in Microsoft Office, Excel and web presentation tools

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Compensation and Benefits:

The E3 Alliance is housed at Austin Community College (ACC) District, a founding partner, and through this partnership utilizes ACC payroll and human resource systems. Therefore, E3 Alliance staff have access to ACC compensation and benefits systems, including generous vacation and sick leave, insurance, and other benefits.

- **Salary Range: \$75K-\$90K**
- Salary based on experience Health care and dental insurance, TRS (Teacher Retirement System) retirement benefits, disability insurance, and other generous ACC benefits
- This position is grant funded

To be considered for this position applicants must:

- Upload your resume and cover letter when submitting your ACC application
- Complete the E3 Alliance Employment Questionnaire: [E3 Alliance Employment Questionnaire](#)

Number of Openings:1

Job Posting Close Date:

March 18, 2024

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

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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/Austin-Community-College/Development-Manager---E3-Alliance_R-5740

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Contact Information

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

Contact

Development
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