



Position: Director of Development

Reports to: Head of School and Head of Operations

Ideal Start date: December 10, 2018

About ACE Academy:

Austin Gifted, dba ACE Academy, is a 501(c)(3) independent school serving gifted learners in Austin between the ages of 4 and 14. Our mission is to provide personalized education for gifted students and cultivate a community of learners who relentlessly pursue inquiry with self-determination and resourcefulness. ACE students embrace complex curriculum, inspire and lead others with integrity, and confront challenges with creativity, compassion, and confidence.

About the position:

We are seeking an energetic and innovative Development Director to plan, manage, and execute ACE Academy's annual fundraisers including but not limited to the Annual Fund, Amplify Austin campaign, and Gala. The Development Director will clearly promote each campaign to all prospective donor groups. The Director will also manage the donor database and event management software platform. In coordination with the Head of Operations and school's budgeting process, the Development Director sets fundraising goals annually and projects the need for any special campaigns that may be necessary in addition to the school's regular fundraisers. The Director will ensure the school's ability to receive donations whether collected online, via stock donation, or check and will provide necessary tax receipts to all donors.

Other responsibilities:

- Track fundraising campaign progress and capture relevant metrics
- Attend Austin Gifted Board meetings, as needed, to provide fundraising reports and progress
- Cultivate donors
- Establish goals for grant-writing
- Stewardship and donor relations

You may be a great fit for this role if you:

- Possess excellent communication skills: clear, articulate, and professional in speaking and writing
- Demonstrate confidence in public speaking
- Have excellent organizational skills: able to prioritize and complete tasks; able to manage multiple projects simultaneously
- Take initiative and can work independently
- Enjoy working with databases and spreadsheets and possess excellent computer skills
- Work well with others and with volunteers, delegating tasks when needed
- Are friendly, warm, courteous, and a good listener
- Enjoy meeting people and are personable yet professional in demeanor, especially on the phone and in meetings
- Are able to cultivate relationships with donors and have comfort in asking for donations
- Have the ability articulate ACE Academy's mission and education philosophy in various contexts

Qualifications:

- Bachelor's degree from a 4-year college or university
- Minimum of 2 years of professional experience in nonprofit fundraising
- Proven track record of successful fundraising campaigns
- Knowledge of the Austin philanthropic community preferred

This is a full-time position with medical, dental, and vision benefits, paid time off in addition to 27 school holidays, parking, and a retirement savings plan. Salary range commensurate with experience.

To apply, please submit a cover letter and resume via email to development@austingifted.org.

www.austingifted.org