



3801 S. Capital of Texas Hwy., Suite 330, Austin, TX 78704
PH: 512.584.8782

Job Title: Director of Donor Relations

Reports to: Chief of Staff

Job-Type: Full Time, Exempt Employee

Hours: Typically, Monday-Friday, 9am to 5pm, plus travel dictated by donor availability

The Texas Public Charter Schools Association is the voice of public charter schools in Texas. Its mission is to support and advocate for public charter schools to ensure every family has the ability to choose a high-quality public school. We work closely with Charter Schools Now (CSN), a 501(c)(4).

A. Job Summary

The Director of Donor Relations will advance the Association's mission by implementing a comprehensive major gift donor relations and stewardship program. The position requires excellent communication, relationship-building, and persuasive skills. The Director of Donor Relations will primarily support the work of TPCSA's CEO and Chief of Staff.

B. Essential Job Functions

- Plan and lead TPCSA's and CSN's major giving program.
- Identify prospective major donors, spearheading the initiative to raise at least \$3M annually
- Work creatively to secure meetings with major donors.
- Create and deliver a powerful and persuasive case for support.
- Grow relationships with major donors and steward long-term major donor relationships.
- Design and operate a major donor stewardship program. Responsible for consistent, accurate, and appropriate information-sharing mechanisms for stewarding major gift prospects and donors. Proactively support the stewardship responsibilities of development staff.
- Track and assess major gift fundraising metrics.
- Routine functions also include:
 - Nurture major donor relationships through regular touchpoints
 - Draft major gift proposal documents and other key communications
 - Use fundraising software and tools
 - Work collaboratively with TPCSA and CSN boards and staff

C. Expectations:

This is a full-time, exempt position. Employees are generally expected to work a 40-hour work week, with an understanding that occasionally there will be times when 50 or more hours a week may be required in order to complete projects. This position requires a moderate to high amount of travel.

D. Qualifications

- 5+ years experience as a fundraiser, with experience in political, education reform, or public policy fundraising experience preferred
- Have a can-do, yes-and attitude and fire for the mission of supporting high-quality public school options for all kids.
- Embody TPCSA's core values: Optimism. Drive. Hustle. Excellence.
- Be a self-starter who thrives in a fast-paced, rapidly-changing environment.
- Be committed to meeting deadlines and taking initiative over projects
- Be flexible, with the ability to pivot and adapt to change as necessary.
- Hold high standards for work and embrace accountability for meeting targets
- Bring strong verbal and written communications skills
- Ability to think critically and problem solve with little input
- Knowledge of charter schools and the charter movement is preferable, but not required

E. Education

- Bachelor's degree

F. Benefits

- Competitive Salary (actual salary is dependent on qualifications)
- Health Insurance, including medical, dental, vision, and life insurance
- Paid holidays and PTO
- Matching Plan for 401(k) contributions

G. Disclaimer

This job description is not an employment agreement or contract. Nor is it an exhaustive list of all functions that the employee may be required to perform, and the employee may be required to perform additional functions. TPCSA reserves the exclusive right to revise the job description at any time without notice. Employment with TPCSA is at-will. An at-will employment relationship can be terminated at any time with or without reason or notice by either the employer or employee. This at-will relationship exists regardless of any statements made to the contrary. The employee must be able to perform the essential functions of the position satisfactorily, with or without accommodations. If requested, reasonable accommodations may be made to enable employees with disabilities to perform the essential functions of their job, absent undue hardship.

H. Application

Qualified candidates should submit the following application materials in one PDF document:

- Cover letter detailing how you embody TPCSA's core values of optimism, drive, hustle, and excellence, plus examples of work you are proud of
- Resume describing your relevant experience and education

Applications should be emailed to nkaharick@txcharterschools.org