

**Development Manager-Annual Giving and Events
JOB DESCRIPTION**



Position:	Development Manager-Annual Giving and Events
Reports to:	Chief Development Officer (CDO)
Supervises:	None
Position Type:	Full-time, permanent, Exempt/Salaried
Schedule:	9:00 am-5:00 pm, with flexibility for evening/weekend hours as needed
Travel:	Up to 25% for meetings, trainings, or other events required by the organization
Compensation:	\$60,000-\$65,000
Benefits:	Employer-paid medical, dental, vision, short- and long- term disability, and life insurance; retirement plan with 3% employer match; 12 weeks paid parental leave; 15 paid holidays and 18 PTO days during the first year of employment
Location/ Geographic Responsibility	Either Dallas or San Antonio; position also has certain statewide responsibilities

Who We Are

Healthy Futures of Texas is a statewide, nonpartisan, nonprofit organization whose mission is to improve the well-being of young Texans through access to sexual health education, contraception and resources.

Be a part of the team working to ensure that **all** of our communities’ teens have access to sexual health information and reproductive health resources. Working together, close to the community, with a passionate,

committed, and talented team, you will be able to see the immediate, tangible impact of your work.

We know that diversity makes us stronger and challenges us to think differently every day. We are an equal opportunity employer and seek individuals of all backgrounds, gender identities, and sexual orientations to apply to this position.



Overview

The annual giving and event manager plays an integral role in addressing Healthy Futures of Texas' strategic priorities and financial needs. Reporting to the Chief Development Officer, this individual develops and implements methods to enhance awareness and secure contributions to support the organization through annual campaigns and fundraising events.

Roles and Responsibilities

- Ensures the effective solicitation, stewardship and cultivation of annual donors
- Conducts lead generation, prospect research, and strategy to identify new funding sources
- Refreshes, expands and manages HFTX's monthly/recurring giving program
- In collaboration with the CDO and the Marketing team, develops compelling and consistent messaging for appeals and stewardship materials across a variety of platforms
- Together with the CDO, strategizes HFTX's annual special event offerings, and leads the planning and execution of those events
- Coordinates fundraising for events, including sponsorships, ticket sales and in-kind donations
- Works with the CDO to set event revenue goals and budgets and monitors revenue and expense activity to track progress
- Assists the CDO with additional events, including prospective donor gatherings at private homes, HFTX offices, and other venues.
- Together with the CDO and in concert with the development and/or event committees, secures year-over-year revenue growth and develops tactics to engage new donors and wider audiences to HFTX's mission
- Develops and executes post event participant cultivation and stewardship plans
- Tracks fundraising progress and donor engagement, providing regular reports and related updates
- Coordinates logistics, including vendor interaction and event day details such as registration, seating and related activities
- Represents HFTX at various meetings and outreach events.
- Travels throughout the state (primarily Austin, Dallas and San Antonio) as required, including some overnight stays

- Other duties as assigned

Minimum Qualifications

- Bachelor's degree or commensurate experience
- 3-5 years of relevant work experience in fundraising, membership program development, event coordination, and/or non-profit management
- Knowledgeable of fundraising best practices and trends in annual and event giving
- Organized, creative and able to manage multiple deadlines and priorities.
- Able to work independently, exercise initiative and judgment, and prioritize workload effectively
- Extremely detail oriented with demonstrated project management abilities
- Excellent written and oral communication skills and interpersonal skills
- Committed to maintaining positive engagement with all levels of staff, volunteers, donors, and prospective donors
- Able to handle confidential donor and financial information accurately and with discretion.
- Demonstrated proficiency in Google/Microsoft suite
- An understanding of CRM software

Preferred Qualifications

- Volunteer management experience
- General understanding of the philanthropic landscape of Dallas and/or San Antonio
- Sincere interest in teen pregnancy prevention, adolescent health, and positive youth development.

Application Instructions

Please apply with a cover letter describing interest and qualifications, a résumé, salary history, and a list of 3 professional references to <https://bit.ly/41mA4nk>. The position will remain open until filled.

Healthy Futures of Texas does not and will not discriminate on the basis of race, color, religion (creed), age, national origin (ancestry), disability, marital status, veteran status, sexual orientation, or military status, in any of its activities or operations. These activities include, but are not limited to hiring and firing of staff, selection of volunteers and vendors, and provision of services. We are committed to providing a welcoming environment for all members of our staff, clients, volunteers, subcontractors, vendors, and clients.



**healthy
futures
OF TEXAS**

Advancing informed
sexual health decisions