

Position Announcement Development Director

Organizational information:

The Center for Public Policy Priorities believes in a Texas that offers everyone the chance to compete and succeed in life. We envision a Texas where everyone is healthy, well-educated, and financially secure. We want the best Texas – a proud state that sets the bar nationally by expanding opportunity for all. CPPP is an independent public policy organization that uses data and analysis to advocate for solutions that enable Texans of all backgrounds to reach their full potential.

The Benedictine Sisters of Boerne, Texas founded CPPP in 1985 to advance public policy solutions for expanding access to health care. We became an independent, tax-exempt organization in 1999, and over time our focus has expanded to include economic opportunity and fiscal policy. We are a nonpartisan, nonprofit 501(c)(3) organization located in Austin, Texas, and we work statewide. You can learn more about the Center at www.cppp.org.

CPPP's annual budget is approximately \$2.7 million, with a staff of 21 (19 full-time and 2 part-time).

Overview of position:

CPPP seeks a highly skilled and seasoned professional who shares our vision for Texas and will use a range of creative strategies to raise the financial support needed to help us achieve that vision. The Development Director reports to CPPP's Executive Director and works closely with the Executive Director and the Board of Directors. The position supervises a part-time Development Assistant and works closely with the Communications Director, Director of Finance and Administration, and policy teams. The Development Director is a vital member of our senior management team, which works together to support our organizational priorities and vision for Texas.

We are looking for an entrepreneurial leader who excels in a collaborative environment and shares our commitment to making Texas the best state for hard-working people and their families. We will consider candidates from outside the non-profit development sector – including leaders with political campaign or corporate backgrounds – who meet the job qualifications and excel at fundraising.

Roles and responsibilities:

- Develops and executes a comprehensive, creative, and sustainable development strategy to identify, cultivate and maintain contributions from major donors, foundations, and corporate sponsors.
- Works with the Board Development Committee and actively engages Board Members in development efforts.
- Plans and manages special events and donor functions, including an annual benefit luncheon with 500 attendees.
- Works with the Communications Director to develop written materials for fundraising.
- Oversees all foundation grants, ensures compliance with grant reporting requirements, and works with staff to prepare and submit grant proposals and reports.
- Is a member of the Finance team, which works to ensure effective integration and reconciliation of financial and donor information, and to prepare and manage grant budgets.
- Maintains donor contact and grants management databases.
- Engages actively in the organizational life of CPPP.
- Performs other duties as assigned.

Minimum qualifications:

- Bachelor's degree; graduate degree a plus but not required.
- At least five years of relevant professional fundraising experience.
- At least three years of management experience.
- Substantial experience in developing and executing multi-faceted fundraising strategies.
- A track record of effective fundraising, including major donor development, foundation grants, and fundraising events.
- Event planning experience.
- Comfort with technology and its increasing role in development and donor communication, including facility using social media, email marketing and development software for grant and donor tracking.
- Demonstrated experience developing and understanding financial reports, including budgets, revenue projections, and revenue tracking.
- Strong writing, editing, and speaking skills, including the ability to make the case for complex public policy issues to potential donors.
- Strong interpersonal skills and an ability to work collaboratively and effectively with others in a team environment.
- Strong organizational skills, attention to detail, ability to prioritize and manage multiple tasks, and ability to complete projects under time constraints.
- A demonstrated ability to be self-motivated and adaptable, and to work both independently and as part of a team.
- A demonstrated commitment to CPPP's vision and mission.

Compensation: Salary will be commensurate with experience, and our salary range is available upon request by qualified applicants. The Center offers excellent benefits, including health insurance, dental insurance, life and long-term disability insurance, retirement contributions, and generous vacation, leave, and holidays.

To apply: Please email (subject line: CPPP Development Director) a cover letter, resume, and two references by close of business on Friday, April 15, 2016, to job@cphp.org. The cover letter should describe your interest in the position and include a detailed explanation of how your experience meets the minimum qualifications and prepares you for the responsibilities outlined in the job description. Please also include your salary expectations.

E-mail applications with attachments in Microsoft Word or PDF format only. We do not accept phone inquiries regarding the position.

The Center for Public Policy Priorities is an Equal Opportunity Employer and encourages all qualified applicants to apply.