

Job Title: Head of Development

FLSA Status: Exempt

Reports to: Chief Executive Officer

Date Revised: January 2024

Who We Are: The mission of the Andy Roddick Foundation (ARF) is to work with our community to expand opportunities for young people to learn, thrive, and succeed. ARF focuses on the hours outside the traditional school day, providing national award-winning, free-of-charge summer camp, and grants for afterschool services, and partnering with afterschool and summer programs to build equitable access to quality education and enrichment opportunities for over 40,000 youth in the greater Austin area. For over 20 years, ARF has delivered programs and services that make a real difference for over 200+ children and their families. Learn more about us at: www.andyroddickfoundation.org.

The Opportunity: The Foundation is poised for growth and greater impact in the Central Texas region and is in need of an entrepreneurial, creative Head of Development who can maximize its potential to diversify the revenue stream, strengthen community relationships, and grow its donor base. The Foundation currently targets raising \$2.5 - \$3 million per year in contributions to support operations. It is seeking a strong Head of Development who will spearhead efforts to design, plan and execute a comprehensive resource development and fundraising strategy to not only maintain current efforts but also expand capacity for future growth. The Head of Development is expected to lead and build a high performing team to ensure the efficient and effective implementation of this strategy to meet fundraising goals. The Head of Development will be a critical member of the senior leadership team and work with the Board of Directors (including the Board Fundraising Committee), giving circles, and all donors to meet revenue targets.

The Head of Development fosters a welcoming and inclusive culture of philanthropy and stewardship within the Foundation and is responsible for meeting all revenue goals within the Foundation's annual budget. The Head of Development will provide best-in-class, proactive relationship management and services related to a portfolio of corporate, donor advised and foundations. The Head of Development provides general and daily oversight of all the organization's fund development activities to generate revenue from individuals, events, foundations, giving circles, campaigns, earned revenue and partnerships. The Head of Development leads staff and volunteers to philanthropy and fund development within the Foundation.

Nature and Scope of the Position:

1. Participates with the CEO, staff, and Board of Directors to define the Foundation's strategic direction and establish mutual agreement on the comprehensive fundraising strategy and execution of the plan.
2. Responsible for reporting on the progress of fundraising and development initiatives to the board.
3. Provides general and daily oversight of all the organization's fund development activities to generate revenues from individuals, corporations, foundations, public agencies, and events.
4. Develops and executes proactive donor stewardship plans that lead to deeper ties with donors to maintain an effective and continuously improving approach to stewardship that increases engagement.
5. Identifies new sources for funding opportunities.
6. Spearheads the effort to build, monitor, evaluate and improve earned revenue efforts.

7. Designs and assures the implementation of cost-effective fund development programs while maintaining an accountable level of quality and solid return on investment.
8. Ensures that the Foundation's culture, systems, and procedures support inclusive fund development and donor recognition and stewardship.
9. Maintains accountability and compliance standards for all funding sources. Sets monthly, quarterly, and annual revenue goals.
10. Oversees the successful execution of 3-4 major events each year (an annual gala*, Spring luncheon, tennis event, and major donor circle event). *Experience with high-performing galas with record artists.
11. Coordinates and ensures successful execution of various donor stewardship and cultivation activities on a monthly basis related to donor circles such as 40Love/Let's Create Our Future, Opportunity Matters Circle, Leadership Council, and the Business Community Circle.
12. Recruits, builds, hires, and retains a high performing development team. The Foundation currently has a full-time Development Manager and contractual events specialist. The Head of Development will have the opportunity to expand this team with an event associate and any future needs based on the developed revenue development strategy in support of the strategic plan.

Qualifications:

1. High energy and passion for Andy Roddick Foundation's mission to work with our community to expand opportunities for young people to learn, thrive, and succeed is essential.
2. Comprehensive management skills and experience are required including but not limited to: short and long term planning, measuring impact and outcomes on a quarterly and annual basis, directing and motivating staff, highly effective oral and written communication, marketing, solid financial and budget management, values clarification, and governance.
3. Demonstrated ability and capacity to raise funds from diverse sources and generate target revenue within a set timeframe.
4. Knowledge of the moves management process. Ability to identify and implement trends and best practices in donor engagement, stewardship, and management.
5. Ability to work in a face-paced environment.
6. Demonstrated ability and savvy to relate and communicate with high-net-worth individuals, philanthropic institution staff, corporate executives, elected and appointed officials, community leaders, volunteers, and other prospective champions and donors to the Foundation.
7. Knowledge and experience in the following areas is required: the nature and dimensions of (individual, corporate, and institutional) philanthropy, ethics, motivations for giving, stewardship and cultivation



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processes, proposal writing, and all functions of a development office, from prospecting to stewardship, cultivation, and acknowledgement.

8. Ability to work both independently without close oversight, but also a team player who will productively engage with others within and outside of the foundation. Ability to have regular community visits with current and prospective supporters.
9. Demonstrated commitment to valuing diversity and contributing to an inclusive working and learning environment.
10. Advanced Knowledge of Microsoft Office Suite, computer systems and fundraising software.
11. At least a bachelor's degree in a related field and a minimum of 7 years of fundraising/sales experience in a professional senior position.

Andy Roddick Foundation offers an excellent work environment, competitive salaries, full coverage health insurance, 401k match up to 3%, generous time off, hybrid work environment, flexible schedule, and a sabbatical leave. The starting salary for this position is \$115,000 to \$125,000 (salary range determined by applicant's qualifications). The position is available starting on April 1, 2024. To Apply: Email inquiry@arfoundation.org with cover letter and resume.

Please note, this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this position. Activities, duties, or responsibilities may change at any time with or without notice. The requirements listed above are representative of the knowledge, skill, and/or ability required. The Andy Roddick Foundation is an equal opportunity employer that is committed to diversity and inclusion.