

Director, Annual Giving and Fundraising Programs  
Austin Community College

Direct Link: <https://www.AcademicKeys.com/r?job=269305>

Downloaded On: Dec. 10, 2025 3:49pm

Posted Dec. 10, 2025, set to expire Nov. 29, 2026

**Job Title** Director, Annual Giving and Fundraising Programs  
**Department** Staff  
**Institution** Austin Community College  
Austin, Texas

**Date Posted** Dec. 10, 2025

**Application Deadline** Open until filled  
**Position Start Date** Available immediately

**Job Categories** Director/Manager  
Professional Staff

**Academic Field(s)** Administration - Other

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**Job Description**

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**Director, Annual Giving and Fundraising Programs**

**Austin Community College**

**Job Posting Closing Times:** Job postings are removed from advertising at **12:00 A.M.** on the closing date e.g., at midnight on the day before the closing date.

Austin Community College employees are required to maintain a domicile in the State of Texas while

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working for the college and throughout the duration of employment. -[AR 4.0300.01](#)

[If you are a current Austin Community College employee, please click this link to apply through your Workday account.](#)

Austin Community College is a public two-year institution that serves a multicultural population of approximately 41,000 credit students each Fall and Spring semester. We embrace our identity as a community college, as reflected in our mission statement. We promote student success and community development by providing affordable access, through traditional and distance learning modes, to higher education and workforce training, including appropriate applied baccalaureate degrees, in our service area.

As a community college committed to our mission, we seek to recruit and retain a workforce that:

- Values intellectual curiosity and innovative teaching
- Is attracted by the college's mission to promote equitable access to educational opportunities
- Cares about student success and collaborates on strategies to facilitate success for populations including; first generation college students, low-income students, and students from underserved communities.
- Focused on student academic achievement and postgraduate outcomes
- Welcomes difference and models respectful interaction with others
- Engages with the community both within and outside of ACC

**Job Posting Title:**

Director, Annual Giving and Fundraising Programs

**Job Description Summary:**

The Director of Annual Giving and Fundraising Programs leads the strategy, development, and execution of annual giving efforts for the Austin Community College Foundation. Reporting to the Senior Director of Advancement Services and Stewardship, this position oversees campaigns and donor engagement strategies that enhance philanthropic support from alumni, faculty, staff, parents, and friends. The Director plays a key role in cultivating a culture of philanthropy, strengthening donor acquisition and retention, and advancing the long-term financial sustainability of the College.

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**Job Description:**

**Description of Duties and Tasks**

- Supervise, train, coach, and evaluate assigned staff in alignment with College policies and employment laws; recommend hiring and termination decisions.
- Design and lead a comprehensive annual giving strategy to grow contributions from individuals, foundations, and organizations.
- Plan and execute a range of annual campaigns, including direct mail, digital outreach, giving days, crowdfunding, and special events.
- Oversee segmentation, messaging, and stewardship strategies to improve donor retention, re-engagement, and giving level upgrades.
- In collaboration with the Development team, consistently cultivate and steward annual donors and prospects. Actively steward a portfolio of 25-50 leadership-level annual donors.
- Partner with Advancement Services to ensure timely and personalized donor acknowledgment and stewardship processes.
- Collaborate with Development to support pipeline building and identify major gift prospects for referral and cultivation.
- Provide support to the Foundation Board, Advancement, and College leadership by developing donor proposals, talking points, and campaign materials.
- Coordinate with marketing, alumni relations, and campus departments to align fundraising communications with institutional goals.
- Analyze campaign outcomes and donor trends to evaluate performance, inform strategy, and recommend improvements.
- Maintain accurate donor records and prospect activity using the Foundation's CRM system.
- Prepare regular reports on fundraising outcomes, donor engagement, and campaign performance for internal and external stakeholders.
- Promote a culture of philanthropy by engaging staff, faculty, students, and alumni in giving initiatives and donor education.
- Represent the College and Foundation at community events, fundraisers, and campus activities to enhance visibility and engagement.
- Attend and support evening and weekend events as needed.
- Perform other duties as assigned in support of College Advancement goals.

**Knowledge**

- Principles of fundraising, donor acquisition, and donor retention.

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- Annual campaign strategies and fundraising event management.
- Donor communications, stewardship, and constituent engagement practices.
- CRM systems, data analytics, and fundraising metrics.
- Cross-departmental collaboration and project management in mission-driven organizations.
- Understanding of the community college mission and advancement in higher education.

### **Skills**

- Leadership, coaching, and team development.
- Excellent written and verbal communication skills.
- Relationship-building with internal and external stakeholders.
- Campaign planning, execution, and analysis.
- Problem-solving, attention to detail, and strategic thinking.
- Ability to prioritize and manage multiple projects with competing deadlines.
- Discretion in managing confidential information and donor relationships.

### **Technology Skills**

- Proficiency with fundraising and donor CRM platforms (e.g., Raiser's Edge).
- Strong skills in Microsoft Office Suite and Google Workspace.
- Familiarity with data reporting and digital engagement tools.

### **Required Work Experience**

- Three (3) years of professional experience in annual giving, fundraising, or development.

### **Preferred Work Experience**

- Two (2) years of experience with Raiser's Edge (Blackbaud) or a comparable CRM.
- Three (3) years of experience in a higher education or nonprofit environment.

### **Required Education**

- Bachelor's degree.

### **Preferred Education**

- Master's degree in nonprofit management, communications, marketing, or a related field.

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**Special Requirements**

- Reliable transportation for local Austin area travel.
- Availability to attend evening and weekend events.

**Physical Requirements**

- Work is performed in office and campus environments.
- Subject to walking, standing, sitting, bending, reaching, pushing, and pulling.
- Occasional lifting of items up to 20 pounds.

**Safety**

- Supervise the safe operation of the unit.
- Facilitate safety training and inspections
- Take reasonable and prudent actions to eliminate identified hazards and foster a workplace safety culture.

**Salary Range**

\$87,157 - \$108,946

**Number of Openings:**

1

**Job Posting Close Date:**

December 19, 2025

**Clery Act**

As required by the US Department of Education, employees are required to report violations under Title IX and, under the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (Clery Act), select individuals are required to report crimes. If this position is identified as a Campus Security Authority (Clery Act), you will be notified, trained, and provided resources for reporting.

**Disclaimer**

The above description is an overview of the job. It is not intended to be an all-inclusive list of duties and

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responsibilities of the job, nor is it an all-inclusive list of the skills and abilities required to do the job. Duties and responsibilities may change with business needs. ACC reserves the right to add, change, amend, or delete portions of this job description at any time, with or without notice. Employees may be required to perform other duties as requested, directed, or assigned. In addition, reasonable accommodations may be made by ACC at its discretion to enable individuals with disabilities to perform essential functions of the job.

**To apply, please visit:** [https://austincc.wd1.myworkdayjobs.com/en-US/External/job/Highland-Campus/Director--Annual-Giving-and-Fundraising-Programs\\_R-7925](https://austincc.wd1.myworkdayjobs.com/en-US/External/job/Highland-Campus/Director--Annual-Giving-and-Fundraising-Programs_R-7925)

### Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

### Contact

Staff

Austin Community College

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