



JOB POSTING: ADVANCEMENT OFFICER

ORGANIZATION

Humanities Texas advances history, culture, and education. As the state affiliate of the National Endowment for the Humanities, we conduct and support public programs in history, literature, philosophy, and the other humanities disciplines. These programs strengthen Texas communities by cultivating the knowledge and judgment that representative democracy demands of its citizens.

ADVANCEMENT OFFICER

Humanities Texas seeks to hire an advancement officer, who will 1) execute day-to-day implementation of the Humanities Texas's fundraising efforts and 2) manage Humanities Texas Board of Directors relations.

The advancement officer will work closely with the executive director to develop and deliver materials, information, and presentations to board members, donors, and institutional partners; attend and staff full board and board committee meetings; and serve as principal staff to Humanities Texas's Advancement Committee.

This full-time position features an excellent benefits package, including medical, dental, life, and disability insurance and a 403b retirement plan.

While Humanities Texas offers some remote work flexibility, we expect the advancement officer to have easy access to, and a regular presence in, our Austin office.

FUNDRAISING RESPONSIBILITIES (80%)

- Manage three printed and two electronic solicitations annually for our individual giving program.
- Manage philanthropic grants, including maintaining a submission and reporting calendar.
- Collaborate with the board, and the Advancement Committee in particular, to increase Humanities Texas's fundraising capacity.
- Conduct research on current and prospective funding sources, including individuals, foundations, and corporate and government sources.
- Research, prepare, and assemble grant proposals as assigned; work with Humanities Texas staff to develop content for proposals.
- Prepare material for effective donor cultivation.
- Collaborate with executive director and other staff to draft and distribute key advancement communications.
- Collaborate with communications staff to draft advancement content for Humanities Texas publications and website.
- Manage database for advancement purposes, including data input.
- Provide donor acknowledgments and donor recognition lists and maintain up-to-date information on current and prospective donors.
- Manage advancement events.
- Support development of planned giving program.
- Represent Humanities Texas to a variety of constituents, including philanthropic decision makers, board members, institutional partners, and the public.

BOARD RELATIONS RESPONSIBILITIES (20%)

- Make arrangements for full board and board committee meetings.
- Assemble and distribute materials for board business.
- Maintain board member data.
- Take minutes of board meetings.
- Assist other staff in carrying out charges of the full board and board committees.
- Support management of board alumni network.

The position will require some general administrative responsibilities; occasional weekend work; in-state travel; and, at peak periods, support of other Humanities Texas programs.

QUALIFICATIONS AND ATTRIBUTES

All advancement officer candidates should have:

- A bachelor's degree.
- At least four years of relevant professional experience in fundraising, advancement, and/or executive support preferably in the cultural sector.
- A positive temperament and engaging interpersonal skills.
- Good judgement.
- Outstanding organizational skills and attention to detail.
- Exceptional verbal and written communication skills.
- Experience with the management of constituent databases.
- Proven project management skills.
- Experience with effective document design.
- Demonstrated ability to think strategically and creatively, work well under pressure, and manage details of multiple concurrent projects.
- Experience with coordinating and/or facilitating events.

In addition, candidates must possess:

- A commitment to the mission of Humanities Texas and to working collaboratively with staff and board members.
- Availability to work some evenings and weekends and travel as needed.

SALARY

Annual salary of \$55–\$63K commensurate with experience.

HOW TO APPLY

Please email resume, cover letter, and names of three professional references (all in PDF format) to jobs@humanitiestexas.org and specify “Advancement Officer” in the email subject line. Preliminary review of applications will begin immediately.

Humanities Texas is an equal opportunity employer and seeks to establish and maintain diversity among its staff and is, thereby, inclusive in its employment practices.

Posted 6/1/24; open until filled.