



***Position Description: E3 Alliance Senior Director of Development***

***Classification: Professional - Full Time, Exempt***

***Direct Supervisor: E3 Alliance President & Executive Director***

### **About E3 Alliance:**

E3 Alliance is a nonprofit organization leading the charge in the relentless pursuit of education transformation for Texas students. Founded in 2006, E3 Alliance is a Texas-based education collaborative that leverages data to serve as a catalyst to impact educational outcomes for all students—cradle to career. Partnering with school, community, and business leaders, E3 Alliance brings together diverse voices to collaborate and build a strong, equitable education pipeline that delivers a trained and educated workforce while creating long-term, systemic change.

**Our Core Values:** Collaboration | Data-driven | Equity | Learning | Relentless

E3 Alliance is an equal opportunity employer and has a Best Place for Working Parents 2025 designation for the 5th year in a row.

At E3 Alliance, we value both the effectiveness of remote work and the importance of in-person collaboration. E3 Alliance offers the flexibility of working remotely or coming into an office, with some in-person meetings required. All staff must live in the greater Austin area.

### **Job Overview**

E3 Alliance seeks a strategic and results-driven Senior Director of Development to lead fundraising efforts and manage a high-performing development team. Reporting to the President and Executive Director, this role drives the organization's fund development strategy—including grants, major gifts, donor stewardship, and fundraising events—to support and scale regional education initiatives.

### **Duties & Responsibilities**

#### **Strategic Leadership & Management:**

- Develop and implement the annual development plan in collaboration with the Executive Director, Leadership team, and Board.
- Lead a team including a Major Donors Manager, Development Associate, and grant contractors.
- Oversee donor acquisition, fundraising campaigns, and funder stewardship.

- Collaborate with Communications team and other department heads to align messaging and outreach.
- Monitor development performance, budgets, and forecasts.

#### **Fundraising & Donor Development:**

- Build and maintain strong relationships with major donors, corporate donors, and foundation donors.
- Lead efforts to secure new funding from diverse sources including foundations, corporations, and institutional grants.
- Ensure ethical, mission-aligned fundraising practices.

#### **Grants Management:**

- Lead the full lifecycle of grant management: strategy, writing, editing, submission, and reporting.
- Coordinate with internal staff and partners to craft compelling, high-quality proposals.
- Maintain grant timelines and ensure timely, complete report submissions and other deliverables.

#### **Board & Council Engagement:**

- Partner with the Board and Champions Council to support annual development goals.
- Provide strategic direction, meeting support, and follow-up to Champions Council and Board members involved in specific fundraising campaigns and events.
- Recognize and steward donor contributions through events and communications.

#### **Qualifications:**

##### **Education**

- Bachelor's degree required; master's degree in Nonprofit Management, Business, Public Administration, or a related field is preferred.

##### **Experience**

- Five to seven years of progressively responsible experience in fundraising or development.
- Demonstrated success securing major gifts from individuals, corporations, and foundations.
- Strong track record in grant writing, management, and reporting.
- Experience leading and mentoring a development team.

- Proven ability to design and execute strategic fundraising plans.
- Experience working with or reporting to executive leadership and/or boards.

#### Skills & Knowledge

- Strong strategic thinking, communication, and relationship-building skills.
- Familiarity with donor management software, such as DonorPerfect.
- Commitment to ethical fundraising and E3's mission.
- Excellent written and verbal communication skills.
- Strong organizational and project management skills with attention to detail.
- Knowledge of donor cultivation, solicitation, and stewardship best practices.
- Proficiency in fundraising CRM systems (DonorPerfect, Salesforce, Raiser's Edge, etc.).
- Understanding of the philanthropic landscape and current trends in nonprofit fundraising.
- Analytical skills to assess development performance and forecast revenue.

#### Other Attributes

- Mission-driven with a passion for education and equity.
- Collaborative leadership style with a commitment to team success.
- High ethical standards and discretion with donor and organizational information.
- Ability to manage multiple priorities and meet deadlines in a fast-paced environment.

#### Compensation and Benefits

E3 Alliance is supported by founding partner Austin Community College District (ACC), and through this partnership utilizes ACC payroll and human resource systems. Through ACC, E3 Alliance staff have access to ACC compensation and benefits systems, including generous vacation and sick leave, insurance, and other benefits.

#### Salary Range: \$110,000 - \$120,000

- Salary based on experience and expertise
- Health care and dental insurance, TRS retirement benefits, disability insurance, and other standard ACC benefits
- E3 Alliance is unable to support candidates who require sponsorship to work in the United States
- This position is grant-funded, but does not have a defined timeframe and is intended to be a full-time, ongoing position

**To be considered for this position applicants must complete both of the following steps:**

- [Submit an ACC application](#), includes uploading your resume
- Complete the E3 Alliance Employment Questionnaire: [E3 Alliance Employment Questionnaire](#)

