

# POWERHOUSE TEXAS

Job Title: Development Manager (Part-time or Contract Basis)

Organization: PowerHouse Texas

Location: Hybrid (primarily remote)

Contract Duration: Minimum of 6 months, to be extended based on project needs

Contract Rates: Rate will be commensurate with experience. 15-30 hrs/wk

PowerHouse Texas is seeking a seasoned Development Manager to lead our fundraising and development efforts. The successful candidate will be responsible for developing and implementing a comprehensive fundraising strategy, cultivating relationships with donors and sponsors, and securing financial support from various sources, including private foundations, individual donors, corporate sponsorships, corporate donations, and government grants. The Development Manager will play a pivotal role in driving the organization towards a multi million-dollar operating budget.

About PowerHouse Texas: Founded in 2022 in response to Winterstorm Uri, PowerHouse Texas is dedicated to educating and cultivating energy policy leaders, fostering bipartisan collaboration, and driving evidence-based policy change to address Texas' most pressing energy and environmental challenges. As Texas holds the dual distinction of being both the largest greenhouse gas emitter and the leading producer of clean energy in the U.S., PowerHouse Texas is uniquely positioned to catalyze the state's decarbonization efforts. Alongside our sister organization, the Texas Energy & Climate Caucus, we play a critical role in combating misinformation, bridging the science-policy education gap, and ensuring that Texas continues to lead in the transition to a more resilient and sustainable energy future.

Our work focuses on empowering legislators and policy staffers with the knowledge and tools needed to make informed decisions that promote sustainable energy practices. Through our initiatives such as the Energy Policy Advisory Council, Innovation Forums, the Energy Academy, the Texas Energy Tour, and the Energy Policy Fellowship, PowerHouse Texas not only addresses current policy needs but also cultivates a new generation of energy and environmental policy leaders. Given Texas' influence in the national energy landscape, we believe Texas is ground zero for spurring the growth of a clean energy economy both within the state and across the country. This year, we are significantly expanding our philanthropic and fundraising program.

Key Responsibilities:

- Donor Cultivation and Stewardship:
  - Build and maintain relationships with individual donors, corporate partners, and foundations.

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- Develop personalized engagement strategies for major donors and prospects.
- Fundraising Strategy:
  - Contribute to the creation and implementation of comprehensive fundraising plans.
  - Identify new fundraising opportunities and strategies to increase donor engagement.
- Grant Writing and Management:
  - Research and write grant proposals to secure funding from foundations and government entities.
  - Manage the reporting and compliance requirements for awarded grants.
  - Enhance grant proposals with well-designed cover pages, infographics, and visually appealing layouts to stand out to funders.
  - Create visually engaging impact reports that clearly communicate the organization's achievements and future needs.
- Event Coordination:
  - Plan and execute fundraising events, including galas, auctions, and donor appreciation events.
  - Collaborate with volunteers and staff to ensure successful event outcomes.
  - Design promotional materials for fundraising events that attract and engage potential attendees and sponsors.
- Communications:
  - Prepare fundraising materials, including newsletters, annual reports, and campaign appeals.
  - Communicate the organization's mission, impact, and needs to potential and current donors.
  - Design visually attractive and effective email marketing campaigns using tools like Network for Good.
- Content Creation:
  - Create infographics to visually represent data and impact metrics in an easily digestible format for reports, proposals, and marketing materials.
  - Social Media Graphics: Designing eye-catching graphics for social media platforms to engage donors and the community.
- Data Management:
  - Maintain accurate records of donor interactions and contributions using CRM software.

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- Analyze donor data to identify trends and opportunities for targeted fundraising efforts.

## Skills and Qualifications:

- **Experience:** Minimum of 5 years in fundraising or development roles within the nonprofit sector. Demonstrated success in securing funding from diverse sources, including grants, donations, and sponsorships. Knowledge of the nonprofit landscape in Texas required.
- **Technical Skills:** Proficiency in CRM software (Network for Good) and data management tools used for tracking donor information.
- **Design Tools Proficiency:** Proficiency in graphic design software such as Adobe Creative Suite (Photoshop, Illustrator, InDesign) or other tools like Canva to design visually appealing documents and presentations.
- **Digital Design Skills:** Knowledge of web design and user experience (UX) to effectively design and update the organization's website to ensure it is visually appealing and user-friendly.
- **Video Production Skills:** Proficiency in video editing software (e.g., Adobe Premiere Pro, iMovie) to create short, impactful videos for fundraising campaigns and donor engagement.
- **Strategic Thinking:** Ability to develop and execute effective fundraising strategies.
- **Communication Skills:** Excellent written and verbal communication skills for engaging with donors and writing compelling grant proposals.
- **Relationship Building:** Strong relationship-building to cultivate and maintain donor relationships with ability to engage and inspire a wide range of stakeholders.
- **Organizational Skills:** Detail-oriented with the ability to manage multiple projects and deadlines. Ability to work independently and collaboratively in a remote setting.

## How to Apply:

Interested candidates should submit a resume, cover letter, and a relevant work sample to [Patricia@powerhousetexas.org](mailto:Patricia@powerhousetexas.org). Please include "Development Manager Application" in the subject line.