



AIGA Dallas Director of Fundraising

Minimum Tenure: 2 years

Maximum Tenure: 4 years

Role Purpose

The Director of Fundraising is responsible for developing, executing, and overseeing fundraising and grant-related initiatives that support the financial sustainability and long-term health of AIGA Dallas. This role focuses on generating revenue through thoughtfully planned events, programs, campaigns, and grant funding that align with the chapter's mission while strengthening community engagement and operational stability.

Core Responsibilities

Fundraising Strategy & Planning

- Develop and maintain a comprehensive fundraising strategy that supports the chapter's annual budget and long-term goals
- Concept, plan, and execute at least two fundraising initiatives per year:
 - One in the Fall
 - One in the Spring
- Ensure fundraising efforts are mission-aligned, community-focused, and financially responsible
- Collaborate with board leadership to align fundraising priorities with chapter goals

Fundraising Events & Programs

- Lead the planning and execution of fundraising events, programs, or campaigns (e.g., ticketed events, creative sales, auctions, merchandise collaborations, special initiatives)
- Establish clear objectives, budgets, timelines, and success metrics for each fundraising effort
- Work with Program Chairs and other board leaders (e.g., Director of Partnerships, UX Chair, etc.) to support planning and execution of fundraising activities
- Integrate fundraising elements into existing programming when appropriate

Grant Strategy & Grant Writing

- Work closely with the President and Treasurer to determine which grants to pursue based on chapter priorities and financial needs

- Acquire and coordinate budgetary and financial documentation needed for grant applications
- Identify, research, and pursue grant opportunities supporting:
 - Programming
 - Marketing initiatives
 - Operational budgets
- Create and maintain a grant pipeline and tracking spreadsheet, including:
 - Viable grant opportunities
 - Eligibility requirements
 - Application deadlines
 - Status (planned, submitted, awarded, declined)
- Write, submit, and manage grant applications, including narratives, budgets, and supporting materials
- Track reporting requirements and post-award obligations

Financial Alignment & Stewardship

- Partner with the Treasurer to track fundraising and grant revenue, expenses, and financial impact
- Coordinate with the Director of Partnerships on sponsorship, in-kind, and collaborative funding opportunities
- Ensure donors, funders, and partners are acknowledged and thanked appropriately

Collaboration, Communication & Reporting

- Regularly provide status updates to the Board of Directors on fundraising and grant progress
- Report key milestones, deadlines, awards, and risks during board meetings
- Collaborate with:
 - President
 - Treasurer
 - Director of Partnerships
 - Director of Programming
 - Director of Communications
 - Program Chairs and other board leaders
- Support cross-functional fundraising efforts by mobilizing expertise across the board

Time Commitment

- Monthly: 2–4 hours for planning, research, coordination, grant writing, and reporting

- Meetings: Attendance at annual planning meetings and monthly board meetings is required
- Events: Additional time required during fundraising and grant execution cycles (Fall and Spring)
- Time commitment may increase during grant application and reporting periods

Skills & Traits

- Experience with fundraising, grant writing, or nonprofit development (preferred)
- Strong writing, storytelling, and proposal development skills
- Excellent organizational and project management abilities
- Comfortable managing budgets, timelines, and spreadsheets
- Collaborative leader who works effectively across teams
- Strategic thinker with attention to financial sustainability
- Passion for supporting the creative community and nonprofit impact
- Works well remotely and onsite: resourceful, independent, collaborative

Measures of Success

- Successful execution of at least two fundraising initiatives annually (Fall and Spring)
- Consistent identification and submission of viable grant opportunities
- Clear, accurate tracking of grant applications and outcomes
- Grant funding secured for program, marketing, and operational needs
- Transparent and timely reporting to the board
- Strong cross-board collaboration on fundraising initiatives
- Improved financial stability and long-term sustainability for the chapter