

***Magdalene House
Strategic Development Plan
FY2024—FY2026***



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***Prepared by Seeds for Change Consulting, LLC
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EXECUTIVE SUMMARY

Seeds for Change Consulting (SFCC) was hired in October 2023 to provide strategic development support and to create a development plan with 3-5 high level strategic development goals for Magdalene House. The work included reviewing the current strategic plan, development materials, and organization documents. A strategy and brainstorming meeting was held on November 10, 2023 with the development committee and staff. The notes from that meeting are below in the appendix.

This three-year plan begins March 2024 and culminates in January 2027. It includes goals, strategies, objectives, tactics, and a timeline for implementation. Development best practices and key concepts are also provided in the appendix. The executive director should regularly monitor the status of the plan and report to the board quarterly to ensure successful implementation.

CONSIDERATIONS AND RECOMMENDATIONS

Based on meetings and discussions during and after 11/10/23 the following was determined:

- A line item operating budget that incorporates increased operating and staffing expenses related to the house purchased in December 2023 is an immediate priority. Private foundations will require this.
- The organization's target geographic area will be requested on proposals and will determine prospective donors and board members. The following was shared by the executive director as the current target geographic area: Magdalene House of Austin will address the critical need for comprehensive, long-term care for adult survivors of sex trafficking in Austin and across the United States. *All communications including the website should reflect this.*

CURRENT NET INCOME

The chart below includes net income from individuals, foundations, corporations, and the Love and Light Gala. This should serve for benchmarking and goal-setting purposes for future years.

Source	FY20	FY21	FY22	FY23
Individuals - Unrestricted	Not Available	Not Available	\$35,035	\$58,404
Foundations	Not Available	Not Available	\$11,500	\$209,400
Corporations	Not Available	Not Available	\$5,500	\$37,412
Survivor Soiree	Not Available	Not Available	No Event	\$119,955

TOTAL	Not Available	Not Available	\$52,035	\$425,171
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GOALS, STRATEGIES, OBJECTIVES, TACTICS

This plan includes goals, strategies, objectives, and tactics for the next three years. Some of them build on each other, so it is imperative that the plan is followed or amended each year and that duties are delegated accordingly.

YEAR 1: FY2024

Goal 1: Establish a development program that provides operational and programmatic support for Magdalene House’s future growth.

Strategy: Create an organizational infrastructure to support diversified funding with restricted and unrestricted revenue from individuals, foundations, and corporations.

Objective 1: Begin to create a staffing structure to support development efforts.

Tactics:

- 1) Determine whether to hire a part-time (or full-time) development intern.
- 2) Create a job description and post it. Example job description is included in the appendix. (Places to post: Mission Capital job board, Association of Fundraising Professionals-Austin Chapter, Indeed, LinkedIn.)
- 3) Conduct interviews and hire an intern.

Objective 2: Recruit an engaged and diversified fundraising board that represents the geographic area that Magdalene House serves.

Tactics:

- 1) Create a board matrix.
- 2) Write a nominating committee job description. (See Appendix.)
- 3) Appoint a nominating committee and chairman to vet and recommend board members.
- 4) Determine board giving requirements and incorporate in by-laws.
- 5) Conduct board and staff development training.

Objective 3: Increase individual donor base.

Tactics:

- 1) Require 100% of the board of directors to make an annual gift. (Give/get suggested amount: \$5,000.)
- 2) Continue to increase the number of social media followers.
- 3) Continue year-end annual appeal, participation in Giving Tuesday, and Amplify Austin.

- 4) Include corporate matching information in donor communications and on the website. (Page 15 of appendix for more details.)
- 5) Make personal phone calls and send personal thank you notes for gifts >\$500.
- 6) Analyze and utilize donor data to drive fundraising plans and goals.
- 7) Recognize donors on the website.

Objective 4: Increase foundation giving.

Tactics:

- 1) Develop a qualified prospect list. (max. 15), including donor advised funds (DAF).
- 2) Update grant calendar to track and monitor grant proposals and reports.
- 3) Submit a minimum of three proposals.

Objective 5: Establish corporate benefits for Love & Light Gala sponsorship.

Tactics:

- 1) Develop a targeted prospect list.
- 2) Promote corporate volunteer opportunities.
- 3) Establish levels of giving and recognition.

Goal 2: Ensure that Magdalene House is positioned as the premier organization/sanctuary for survivors of trafficking in Central Texas and across the United States.

Strategy: Ensure that all communications are consistent and clearly communicate the target market.

Objective 1: Increase awareness and visibility in Central Texas and across the United States for survivors of trafficking.

Tactics:

- 1) Create a communications plan (donor communications and appeals, direct mail, email, and social media posts with key messages for each month.)
- 2) Continue to feature compelling client stories monthly.

YEAR 2: FY2025

Goal 1: Continue to build a development program that provides operational and programmatic support for Magdalene House's future growth.

Strategy: Continue to build an organizational infrastructure to support a diversified funding stream with restricted and unrestricted revenue from individuals, foundations, and corporations.

Objective 1: Expand development staff to support development efforts.

Tactics:

- 1) Write job description for part-time development staff and post it. (Places to post are listed above on page 3 under Objective 1.)
- 2) Conduct interviews and hire staff.

Objective 2: Evaluate and purchase customer relationship management system (CRM).

Tactics:

- 1) Research vendors and secure bids. (Currently use Better Unite. Board member Liz will research Apricot; other suggestions include Virtuoso, DonorPerfect, NeonOne, Bloomerang, and Network for Good.)
- 2) Train staff to use the system.
- 3) Integrate all donor data.

Objective 3: Determine how/if to continue Women of Freedom.

Tactics: (if continued)

- 1) Determine guidelines for membership.
- 2) Launch an annual luncheon for members.

Objective 4: Continue to build an individual and foundation giving program.

Tactics:

- 1) Establish annual revenue goals that increase incrementally based on operating and programming budget.
- 2) Resubmit proposals to foundations that do not require a waiting period between awards.
- 3) Identify, cultivate and submit a minimum of 3 proposals to new prospects.

Objective 5: Establish a corporate partnership program.

Tactics:

- 1) Identify prospects (ex: past gala table purchasers; research corps that support similar organizations.)
- 2) Determine benefits. (Examples: logo or name on website; gala table; volunteer opportunities; \$10,000 includes a table, year round logo recognition on website, etc.)
- 3) Post a corporate partnership page on website.

YEAR 3: FY2026

Goal 1: Continue to build upon FY25 Goal 1 to fine-tune the development program to provide operational and programmatic support for Magdalene House's future growth.

Strategy: Further strengthen the organizational infrastructure in order to support a diversified funding stream with restricted and unrestricted revenue from individuals, foundations, and corporations.

Objective 1: Continue to add development staff to support fundraising efforts.

Tactics:

- 1) Create a job description for a full-time development director position.
- 2) Post and hire development director.

Objective 2: Establish a major gifts program.

Tactics:

- 1) Identify prospects from database (i.e. consistent donors, donors who have made gifts of \$1,000 or more)
- 2) Cultivate donors and make personal calls (staff and a board member, preferably whomever has a relationship.)

Objective 3: Establish a planned giving program.

Tactics:

- 1) Identify and cultivate planned giving prospects.
- 2) Create planned giving collateral materials and incorporate a planned giving page on the website. (Sources: Association of Fundraising Professionals)

IMPLEMENTATION TIMELINE

<u>Fiscal Year, Goal, Objective</u>	<u>Deadline (Month/Year)</u>	<u>Responsible Party</u>
<p>FY 24 - Goal 1 - Obj 1: Begin to create a development staffing structure to support development efforts.</p>	June 2024	Toni
<p>FY 24 - Goal 1 - Obj 2: Recruit an engaged and diversified fundraising board that represents the organization’s geographic area served.</p>	December 2024	Toni & Board Nominating Committee
<p>FY 24 - Goal 1 - Obj 3: Increase individual donor base.</p>	<p>Ongoing</p> <p>Including:</p> <p>March - Amplify Austin</p> <p>April - Love and Light Gala</p> <p>June - Top Golf Charity</p> <p>November - Giving Tuesday -</p> <p>December - Year End Appeal</p>	Toni, Development Intern/Staff, Board Committee

FY 24 - Goal 1 - Obj 4: Increase foundation giving.	Throughout Year	Toni & Development Intern/Staff
FY 24 - Goal 1 - Obj 5: Establish corporate benefits for Love and Light Gala sponsorship.	March 2024	Toni & Board Member/Committee
FY 24 - Goal 2 - Obj 1: Increase awareness and visibility in Central Texas and across the United States for survivors of trafficking.	Throughout Year	Toni, Development Intern/Staff, Board Members
FY 25 - Goal 1 - Obj 1: Expand development staff to support development efforts.	March 2025	Toni
FY 25 - Goal 1 - Obj 2: Evaluate and purchase customer relationship management system (CRM) platform.	February 2025	Development Intern/Staff
FY 25 - Goal 1 - Obj 3: Determine how/if to continue Women of Freedom.	January 2025	Toni & Development Intern/Staff
FY 25 - Goal 1 - Obj 4: Continue to build an individual & foundation giving program.	Throughout Year	Toni & Development Intern/Staff
FY 25 - Goal 1 - Obj 5: Establish a corporate partnership program.	October 2025	Development Intern/Staff

FY 26 - Goal 1 - Obj 1 Continue to add development staff to support fundraising efforts.	February 2026	Toni
FY 26 - Goal 1 - Obj 2 Establish a major gifts program.	October 2026	Development Staff
FY 26 - Goal 1 - Obj 3 Establish a planned giving program.	January 2027	Development Staff

APPENDIX

November 10, 2023 Strategic Development Meeting Recap

In attendance:

Magdalene House: Toni McKinley, Giselle Reinhardt Gillis, Elizabeth Shelton (Board), Katherine May-Gallagher (Board). Seeds for Change Consulting: Rebecca Borchers

The following is a recap of the meeting. We started with discussing unrestricted versus restricted funding and brainstormed overall fundraising and board development strategies and goals.

Unrestricted Funding Sources

Individuals are primary source:

- ❖ Annual Giving Program/Giving Tuesday
 - \$25,000 year-end goal 2023
 - Impact Austin
 - No avenue for gift of stocks
- ❖ Events
 - Cause-related marketing: Kendra Scott; others?
 - What is the revenue from this?
 - Survivor's Soire (April)
 - Table sales/paddles up: \$155,000 gross/\$110,000 Net
- ❖ Foundations (see prospect spreadsheet)

Restricted Funding Sources

- ❖ Foundations
 - Need more cultivation before submitting proposals

- Declines include Mozart's, Brown Foundation (operating), St. David's Episcopal (see current foundation prospect sheet)
- ❖ Government
 - Voca (State) – Restricted or unrestricted?
 - What is the amount? Weigh the time and administration.
- ❖ Funding Needs
 - Counseling
 - Transportation (passes)
 - Medical/Dental
 - Curriculum Supplies
 - Toiletries

Board Development

- ❖ Board give/get requirement needs to be reviewed; it is on job description but not in by-laws; proposed amount is \$10,000/year
- ❖ Need board matrix, more diversification, increase in numbers (how many in by-laws?)
- ❖ Onboarding for new board members
- ❖ Communicate/establish board expectations
- ❖ Board and staff development training needed - how to “ask” – need elevator pitch
- ❖ Board engagement and recruitment – how and where to source members.
- ❖ Lack of relationships/contacts: professional women's groups, sources for identifying potential board members.

Communications/Marketing

- ❖ Currently doing brief monthly newsletter
- ❖ Website does not recognize donors; highlight donors on website and social media

Challenges

- ❖ Operating expenses to double with new house; expected completion end of 2024
- ❖ CRM System: currently using betterunite; transition to Network for Good? \$3K/year
- ❖ How to “ask”
- ❖ Board engagement and recruitment: how and where to source members.
- ❖ No dedicated fundraising staff.
- ❖ Women of Freedom: put on hold and consider for year 3 when the donor base is larger and have staff to better manage – consider luncheon with speaker.

Other Notes

Similar organization(s) for any benchmarking/comparison purposes:

- ❖ Red Oak Hope/Wild Hope – serves international victims historically, now doing domestic, case management – mental health.

Each participant was asked what they learned. The comments/concerns included:

- ❖ The need for cultivating donors (particularly foundations) prior to solicitation/submitted proposals
- ❖ Board development (expanding the board, board development training), expectations for annual giving (\$10,000/year was discussed as the minimum)
- ❖ Increase in operating costs related to proposed new house
- ❖ Women of Freedom and how/if to continue this moving forward

Next Steps and Action Items from Nov 10th mtg:

- ❖ November 14-December 31: Ongoing emails and social media messages regarding year-end giving; all thank you's to be sent 3 days after receipt, with handwritten notes for gifts >\$500
- ❖ November 14: Annual Appeal direct mail sent
- ❖ November 28: Giving Tuesday
- ❖ December 1: Deadline to mail all Giving Tuesday thank you's
- ❖ December 8: SFCC send draft outline of plan and five goals to Toni; Toni to review during Dec/Jan as time allows
- ❖ January 18: Annual appeal recap meeting with Toni
- ❖ February 5: SFCC sends edited plan to Toni, incorporating annual appeal results
- ❖ February 8: Zoom or in person meeting to discuss draft and goals
- ❖ February 16: SFCC sends edited plan to Toni
- ❖ February 29: Zoom or in person meeting to discuss draft and goals
- ❖ March 8: SFCC sends final edits to Toni
- ❖ March 29: SFCC sends final draft to Toni
- ❖ April-May:
 - Dates TBD- Board/staff development training via Zoom; plan implementation consultation

Annual Appeal Meeting Recap -- January 18th, 2024

Results

- \$75,000 raised (includes \$40,000 on Giving Tuesday from board member Elizabeth and company match)
- Total gifts: 43. 31 from previous donors; 13 new donors - gifts ranged from \$5-\$250, some do monthly
- Difficult to distinguish between social media and direct mail results, since some that received direct mail likely gave online; some checks received were from DAF's

Discussion

- Adding an “ask”, doing the appeal letter, and establishing a goal improved results between last year and this year.
- Toni to determine whether or not to participate in Amplify Austin in March; begins January 24. Approx raised \$5k last year.
- Capital Campaign info will not be included in plan; discussion re: incorporating loan pay off for new house into annual budget and raising funds to help pay off.

Next Steps/Action Items

- Raman will get in touch with TCFV to determine how MH can get involved.
- SFCC/MH finalize date and Zoom or in person presentation of final plan in early March.
- MH to discuss mentoring and training needs for April and May. Once this is determined SFCC will propose how to move forward.
- Toni to determine whether or not to participate in Amplify Austin in March.
- SFCC to provide guidance on next steps with new donors and monthly donors.

Timeline:

February 5 - SFCC send edited plan, incorporating annual appeal info (TBD)

February 8 - Zoom to discuss edited plan. Already on calendars.

February 16 - SFCC send edited plan to Toni.

February 29 - Zoom to share final plan with Toni. Already on our calendars.

Early March - Present plan to Board and Toni, date and time tbd.

April-May - Dates TBD - board development/recruitment/development training; plan implementation consultation.

Strategic Planning and Development Terminology

GOALS AND OBJECTIVES

Goals are the broad, long-term outcomes that guide decision-making.

Strategy is the overall plan you will use to meet your goals.

Objectives are the concrete, measurable actions taken to accomplish the goals and strategies.

Tactics further break down strategies and objectives into actionable items.

SOURCES AND TYPES OF GIFTS

Individual Giving

There are several vehicles that individuals use for charitable giving, including cash, stock, a family foundation, or a donor advised fund.

Donor Advised Funds (DAF's)

A donor-advised funds are charitable investment accounts established for the sole purpose of supporting charitable organizations that the donor wishes to support. The donor makes a tax-deductible contribution in the form of cash, securities or other assets to a donor-advised fund generally managed by community foundation, a traditional bank, or a financial services institution (Schwab, Fidelity, etc.) Donor-advised funds are the fastest-growing charitable giving vehicle in the United States because they are one of the easiest and most tax-advantageous ways to give to charity.

Foundation Giving

The Grant Process

The steps in the grant process are as follows:

- Determine the funding need.
- Research to determine funding priorities (both programmatic and geographic), application deadlines, giving range, board members, etc. utilizing the funder's website and/or a subscription-based service such as Foundation Directory.
- Prioritize funders based on the funding criteria and the potential grant size.
- Contact the grant coordinator or foundation program officer to determine whether or not GVFVS is a "fit" with the funder's guidelines and priorities. Prior to the call, ensure familiarity with their grant guidelines and deadlines, including letters of intent, grant process, and required attachments. Be prepared to briefly and concisely describe the organization and the funding need. Ask what dollar amount or range would be appropriate to ask for, and confirm whether or not the funder makes multi-year gifts.
- If required, submit a letter of intent—generally a 1-2 page letter describing the organization and the project for which it is seeking funding. Many LOI application and grant applications are now online. If the program funded changes significantly notify the program director or grant manager immediately.
- Continue to prospect.

If funded:

- Establish a system for tracking report deadlines (submit a report, even if not required.)
- Write a thank you letter signed by the executive director.
- Post the grant on website, social media, newsletter, annual report.

Sample Prospect Sheet and Grant Calendar

Prospect	Contact Information	Funding Priorities	LOI Deadline (if req'd)	Proposal Deadline	Ask Amount	Next Steps	Notes

Corporate Giving

Corporate funding may include annual unrestricted gifts, restricted gifts, or sponsorships. Unrestricted gifts and sponsorships are typically secured from a company’s local plant/operation/store. In the case of a large corporation, funding may come from the corporate foundation, which is often located at corporate headquarters. In all cases it is most effective if the organization begins by contacting the local or regional office/contact—generally the community relations, social responsibility, or marketing director.

Overview of Development and Moves Management Best Practices

A successful and sustainable fund development program consists of four key components and involves a mission-centric donor cultivation process, including:

1. Identification: Who will be asked to give? (20%)
2. Qualification: Aligning the case for support with prospective donors’ goals. (20%)
3. Cultivation: Building relationships, engaging the donor or prospect, and preparing to make the ask (45%), followed by the “ask” (5%).
4. Stewardship: Appreciation, recognition, and repeating steps 2-4. (10%)

Identification

Prospect identification can be accomplished in several ways. The board of directors, a development committee, and staff may develop a list of individuals, foundations, and corporations that they have personal or business relationships with and/or that they believe may be interested in supporting the organization.

Research may be accomplished through a variety of means, including but not limited to an online search, utilizing Foundation Directory (an online membership service), local chambers of commerce, and/or other service organization lists. Lists may also be purchased.

Prospect identification is ongoing; however, it is important that consideration be given to the number of prospects is manageable and that a deadline be established for

qualification and when identification should come to an end in order to move onto the next phase.

Qualification

Prospects are then researched in greater depth to determine if they are truly a potential funding source for the organization based on their giving guidelines, their capacity, and/or their history of giving to similar organizations.

Prospect research and prospects lists should be prioritized (i.e., low, medium, high) based on fundraising goals. The fundraising goal should be used to determine the number of prospects required to reach the goal.

Cultivation

After prospects are qualified the cultivation process begins. This process involves determining who in the organization (generally volunteers and the board of directors) may have a relationship with the prospect and a willingness to contact them and/or solicit them for a gift, and developing a cultivation strategy, and an ask amount or gift range.

Cultivation activities deepen relationships with current board members, donors, volunteers, and prospects. Successful cultivation involves researching and sharing key information about the donor and helps build a mutual understanding of the donor's interests and their alignment with the organization. Cultivation activities may involve:

- Face-to-face meetings: personal and at home, in office, in public, or via Zoom
- Experiencing the mission and impact of contributions in action: shelter tours, volunteering in the office or on a committee, direct service work (one-time and/or ongoing)
- Personalized updates communicating the organization's impact: written or via email, in person or via phone a minimum of twice per year.

Stewardship

The stewardship process begins when a gift is received. This includes a thank you letter generally signed by the executive director. A personal handwritten note is also often sent by the volunteer responsible for securing the gift. Stewardship may involve personal meetings or written communications about the status of the organization and/or projects that the donor supported, donor appreciation events, and invitations to special events.

Restricted/Unrestricted Gifts

Gifts may be unrestricted or restricted. Restricted gifts are monies set aside for a particular purpose. They are permanently restricted and cannot be used for other projects or expenses. Unrestricted funds may be used for any legal purpose appropriate to the organization, however, they are generally used for operating expenses.

Board Nominating Committee Info

What is a board nominating committee?

It is a small group (3-5 individuals) of board members, and sometimes also a key volunteer(s)/past board member/etc., who are responsible for identifying candidates for positions on a board, creating board committee descriptions and assigning board members accordingly, succession planning, and annual board and executive director evaluations.

The following can be inserted into your bylaws and/or your board policies:

Nominating Committee:

- Review board policies and create committee and board job descriptions.
- Define board expectations and recommend policies related to board operations.
- Coordinate board nominating process in accordance with by-laws.
- Coordinate annual board orientation. {Suggestion: have this orientation be the first meeting after elections so to welcome everyone right away.}
- Identify and plan board development and training opportunities.
- Develop and implement annual board evaluation.
- Develop and implement annual executive director evaluation.

Useful links to review:

- [Board Nominating A Better Way](#)
- [A Nonprofit Board's Dynamics and Processes FAQs](#)
- [Who Should Serve On Which Committee?](#)
- Suggestion: [Subscribe to emails from Joan Garry](#)

Examples of including corporate or partnership or other ways to donate information in communications:

- Include donor profiles in e-newsletters and annual reports - with their permission. For example, you could include a picture and a brief interview of a donor(s).
- Mention corporate donors on website.
- Highlight corporate donors with a profile/bio of them on Instagram, FB, LinkedIn - with permission.
- A comprehensive and detailed example of an organization's website featuring ways for corporations to partner with them and/or different ways to give:
<https://www.safeaustin.org/get-involved/donate/corporate-workplace-giving/>
<https://www.safeaustin.org/get-involved/donate/supporters/>
<https://www.afssaustin.org/ways-to-give/>
<https://www.austinpetsalive.org/donate/partnerships>
<https://www.austinpetsalive.org/donate/ways-of-giving>

Example Job Descriptions:

Magdalene House Intern - Development & Communications



History

In 2020, we joyfully ushered the inaugural group of women into their new residence in Austin. Our community is dedicated to holistic healing, centering on recovery from trauma and addiction while equipping individuals with tools for future flourishing. Within this nurturing environment, women cultivate lifelong friendships as they embrace communal living and mutual support. This camaraderie becomes a cornerstone for their journey, sustaining them throughout life's challenges. In tandem, our community empowers women to shape the lives they envision by engaging in therapy, pursuing education, advancing professionally, and honing healthy relationship skills through shared learning experiences.

Embracing a survivor-led approach, our model empowers women as the architects of their own recovery, offering guidance from experts as necessary. Each day is dedicated to facilitating the unique aspirations of every woman. Collaborating with the Community Director, survivors actively contribute to shaping individualized recovery plans and gaining access to essential services. During the initial six months, our program prioritizes the healing journey, providing comprehensive support such as medical, dental, mental health, and substance abuse counseling. Furthermore, women engage in intensive educational programs covering essential life skills, financial literacy, and professional development, progressing through the program with tailored assistance. Our commitment is to ensure that each woman has the time and access to the services necessary for her healing and flourishing.

Vision

Magdalene House of Austin envisions itself as a trailblazer among survivor-led organizations, fostering authentic healing within a supportive community. Our forward trajectory involves expanding our housing capacity, doubling it to accommodate survivors better. As we aim to elevate our impact, our vision includes increasing our operating revenue to \$600k, reinforcing our commitment to empowering survivors on their journey to independence.

Over the next five years, we aspire to witness the graduation of at least 24 women, nurturing lives marked by self-sufficiency and significantly reducing vulnerability to sexual exploitation. Magdalene House Austin remains steadfast in its dedication to being a transformative force, leaving lasting impacts and cultivating a resilient community of hope.

Mission

Magdalene House Austin is a survivor-led community for adult women who have survived sex trafficking. We are a community centered in love that provides safe and supportive housing, access to healthcare services and counseling, and professional development because every woman matters.

Website: <https://www.magdaleneaustin.org/>

The Opportunity & Primary Responsibilities

- Part-time college internship opportunity to help Magdalene House raise vital funds and serve as their first development intern!
- Unpaid and can receive college credit if the university allows
- 15 hours per week & hybrid role (partially remote, partially in-office)
- Will report to the Executive Director.
- Assist the Executive Director in all aspects of fundraising.

Ideal Candidate & Qualifications

- A successful intern will have great interpersonal skills, attention to detail, and strong verbal and written communication skills.
- Would prefer someone who understands complex trauma and has knowledge of what sex trafficking is.
- Availability to work some evenings or weekends as needed.
- Familiarity with creating social media campaigns tied to fundraising campaigns, maintaining entries in donor database, sending thank yous, researching foundations and networking opportunities.

To Apply

- Please submit a cover letter & resume expressing your interest in serving as an intern to toni@magdaleneaustin.org

**Magdalene House
Part-Time Development Coordinator**



History

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professional development, progressing through the program with tailored assistance. Our commitment is to ensure that each woman has the time and access to the services necessary for her healing and flourishing.

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Website: <https://www.magdaleneaustin.org/>

The Opportunity & Primary Responsibilities

- Part-time Development Coordinator to assist Magdalene House in raising vital funds.
- 15-25 hours per week & hybrid role (partially remote, partially in-office)
- Assist the executive director with creating a comprehensive fundraising program to maintain and expand support for the organization.
- Reports to the Executive Director.
- Identify and help secure sources of funding from individuals, foundations, and corporations.
- Assist with annual giving efforts including Giving Tuesday.
- Assist with the annual spring event.

Ideal Candidate & Qualifications

- Bachelor's degree from an accredited college or university. Possess great interpersonal skills, attention to detail, and strong verbal and written communication skills.
- Would prefer someone who understands complex trauma and has knowledge of what sex trafficking is.
- Knowledge of the Texas philanthropic community.
- Familiarity with investing, real estate dealings, planned giving, collective giving, business plans, bitcoin, and donor databases.

Compensation & Benefits

- The Employee is entitled to certain other non monetary benefits, including paid vacation days, sick days, and holidays, in accordance with organization policies to include 10 days of pre-approved paid time off for vacation and up to 10 days of paid time off for pre-approved sick, family, or medical leave.
- Salary range:

To Apply

- Please submit a cover letter, resume, and three professional references to toni@magdaleneaustin.org