



DEVELOPMENT COORDINATOR

South Texas Botanical Gardens & Nature Center

April, 2021

South Texas Botanical Gardens & Nature Center, a 501(c)(3) non-profit visitor attraction, currently is seeking to hire a part-time DEVELOPMENT COORDINATOR. This person will assist in raising funds to ensure longevity of the organization, by exploring and strengthening relationships with current individual, business, corporate and foundation donors, including the Board of Directors; and establishing solid new relationships with potential individual, business, corporate and foundation donors, including Botanical Gardens members identified through the database. In this position, this person also will be responsible for identifying funding challenges and opportunities, and increasing sustainable funding through organizational accountability.

Responsibilities

- Prepare and initiate a fundraising plan of action including annual and major giving.
- Create and implement effective donor recognition, stewardship, and communication programs.
- Identify prospective individual, business, corporate and foundation donors, developing strategies to cultivate those relationships.
- Maintain ongoing, timely communications with donors.
- Identify, research, apply and report state, federal, private and public grants for which the organization may be eligible to the Executive Director and officers.
- Provide updates and reports on fundraising activities, including analysis of financial effectiveness and success for Board of Directors, Executive Director and staff.
- Coordinate donations database input.

Requirements

- Undergraduate degree.
- Proven development or comparable sales experience.
- Previous experience implementing a comprehensive annual fundraising program.
- Previous experience of major gift solicitation from individuals, businesses, corporations and foundations.
- Excellent communication skills—organized, concise, quality writing capability, plus strong verbal and interpersonal skills.
- Comfortable and at-ease with face-to-face requests.
- Ability to multi-task, meet deadlines, and work independently.
- Detail-oriented with exceptional organizational and time management skills.
- Computer and database experience.

Compensation

Staff position, 20-28 hours per week, hourly pay commensurate with experience.
Mileage reimbursement with documentation. On-site office will be provided.

How to Apply

Please email Cover Letter & Resume to: DARP83@SBCGLOBAL.NET (Open until filled)