



**Development Coordinator: Full-Time Starting April 1, 2025**  
**Applications Due February 24, 2025**

Preservation Austin exists to empower Austinites to shape a more inclusive, resilient, and meaningful community culture through preservation. We are the only citywide nonprofit dedicated to preserving Austin's historic places. Our staff offices in the historic McFarland-McBee House, a gorgeous new hub of preservation learning and advocacy serving the Austin community.

This position is responsible for coordinating Preservation Austin's robust membership program, corporate sponsorships, and stewardship of donors of all magnitudes, and provides grant-writing support as needed. We are looking for a creative, proactive partner to join our team of five full-time staff and grow support for our mission. A strong track record of positive donor solicitation and highly organized coordination skills are essential.

The Development Coordinator is a full-time (40 hours per week) position. Preservation Austin's staff is based in the historic McFarland-McBee House at 3805 Red River Street in Austin, Texas. Our standard office hours are Monday through Friday, 9am to 5pm, with some flexibility. Candidates should be available to work some evening and weekend hours to meet deadlines or support events and meetings, with comp time provided. Our nonprofit seeks talent that wants to be part of our local, community-focused work.

**Direct Supervisor:** Executive Director

**On average, the Development Coordinator will spend:**

- 35 percent of their time on membership management, campaigns, and events
- 35 percent of their time on event fundraising
- 20 percent of their time on donor stewardship, including acknowledgments and invoices
- 10 percent on grant-writing and reporting

**About You:**

- Goal-oriented advocate excited to build momentum and find opportunities for growth
- Enjoy meeting new people and cultivating relationships
- A natural storyteller with outstanding verbal and written communication skills
- Highly organized, detail- and goal-oriented; you like spreadsheets!
- Comfortable working with and interpreting data
- Confident project Coordinator and supportive team player

**Salary:** \$60,000-\$65,000; flexible commensurate with experience.

**Benefits:**

- 13 paid holidays per year plus accrued vacation and sick leave
- Paid winter break between Christmas and New Year's Day
- 100-percent employer-sponsored medical, dental, and vision insurance
- 401k retirement plan
- Cell-phone stipend
- Professional development
- Comp time for hours worked outside of the standard 40-hour work week

**Qualifications:**

Bachelor's degree with 3-5 years of professional experience, and demonstrated fundraising success in one or more of the following: membership development, corporate fundraising, institutional fundraising, and event sponsorships.

**Specific Duties:**

## 1. Membership Development

- Manage donor database, renewal mailings, and acknowledgement letters;
- Plan and implement strategic efforts to increase annual giving at all membership levels;
- Manage campaigns including the annual membership drive, year-end appeal, and Amplify Austin;
- Grow memberships through members-only events and prospect cultivation;

## 2. Major Gifts, Grants, and Donor Relations

- Support Executive Director in maximizing total gift revenue and planning solicitation strategies;
- Prepare persuasive and inspiring proposals, case statements, reports, solicitations, and other development-related communication materials in support of fundraising activities;
- Manage gift acknowledgements and invoicing.
- Provide grant-writing and reporting support.

## 3. Events Sponsorships

- Grow individual and corporate sponsorships for fundraising events, including the annual Homes Tour, Preservation Merit Awards Celebration, and Legacy Business Month;
- Coordinate sponsor relations and benefits for all programs;
- Support grant-writing and reporting for programming.

## 4. General

- Support preparation and implementation of annual Development Plan; includes target markets (individuals, businesses, foundations) and strategies for achieving quarterly goals;

- Manage Development Committee, comprised of board members and community volunteers;
- Analyze and report on fundraising campaigns;
- Update and develop membership and donor collateral as needed.

**Expected Start Date:** April 2025

**How to Apply:** Candidates should submit a cover letter, resume, and three professional references to Executive Director Lindsey Derrington ([lindsey@preservationaustin.org](mailto:lindsey@preservationaustin.org)). No phone calls, please.

Preservation Austin is committed to creating an inclusive workplace. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetic information, disability, age, or veteran status.