



Position Description: Development and Events Coordinator

Austin, Texas

The Texas Cultural Trust is a 501c (3) non-profit organization whose mission is to be the leading voice for the arts in education, advocacy, and economic impact in Texas, spotlighting the artistic excellence of our state. We have various programs, events, and initiatives that help us to carry out our mission, including Art Can, Texas Young Masters, Texas Medal of Arts Awards, Texas Women for the Arts, Arts Access, and Partners in the Arts.

Position Summary

The Development and Events Coordinator will support the staff by working on events, development operations, administrative support, performing clerical functions, and other projects as needed to ensure programs run efficiently and effectively. The successful candidate will be organized, have strong problem-solving skills, and is a planner.

Responsibilities include, but are not limited to:

- Assist with the management and administration of the Trust's Texas Women for the Arts program including membership, events, and travel
- Create invitations, itineraries, schedules, and run of shows as needed
- Work in-person events
- Data entry, data management, and data analysis in Donor Perfect
- Drafting correspondence and scheduling meetings and other events
- Maintaining and updating calendars
- Communicating with various constituent groups, partners, and vendors
- Conducting development research
- Providing support for projects and initiatives: data assessment and reporting, event coordination, record keeping, survey development, communications, mailings, constituent engagement, development, and donor communication
- Answering phones and running errands as needed
- Assist in planning, organizing, coordinating, and directing special events
- Act as event liaison between the client and vendors, donors, etc.
- Responsible for third-party management of delivery vehicles, photographers, florists, catering, and transportation services to ensure seamless presentation and positive experience for attendees
- Maintain records on event activities, progress, status, and post-event summary
- Assist the Director of Programs and Programs Assistant with grant writing and grant research
- Other administrative duties as directed

Qualifications and Attributes:

- Strong oral and written communications skills
- Responsible and reliable
- Proactive, able to work with minimal supervision
- Ability to manage multiple projects and priorities
- Problem solving skills
- Organized
- High attention to detail
- Resourceful
- Exceptional customer service
- Good judgement
- High level of professionalism
- Strong work ethic and time management
- Strategic thinker
- Ability to work with confidential information

Knowledge and Experience:

- Hospitality and events experience preferred
- Microsoft Office proficiency
- Project management experience
- Knowledge of office procedures
- Familiarity with office equipment
- Proven work experience as a Coordinator, Staff Assistant, Administrative Assistant, or similar role
- CRM software experience is a plus (Donor Perfect, other)
- Adobe Suite experience is a plus
- Non-profit experience is a plus

Compensation, Hours, and Location:

This is a full-time position. This position will perform work in an office environment and must maintain the ability to work in a small workstation in person. Compensation is commensurate with experience and competitive with similar sized non-profits.

Anyone interested in applying should email a cover letter and a resume to info@txculturaltrust.org.

No phone calls please.