



Job Description

The UMLAUF Sculpture Garden + Museum values a diverse and inclusive workplace and seeks to reflect these values through our employee, contractor, and volunteer hiring practices. The UMLAUF hires qualified candidates based on merit and does not discriminate because of race, color, religion, sex, gender identity, national origin, age, disability, genetic information, or veteran status.

Position Title: Development Associate
Position Type: Part Time
Reports to: Development Manager
Hours: 24 hours per week, including occasional weekends and evenings, pending 3-month review and 1-year performance assessment.
Compensation: \$20 per hour
Benefits: Part Time employees do not qualify for paid time off. This role qualifies for Teladoc Plus + Mental Health, which allows employees to connect on the phone, Teladoc app, or on a video call with a physician who can diagnose, treat, and write a prescription 24/7/365. Most Teladoc calls have no copay, as well as mental health visits with a \$0 copay. Benefits may not be declined in lieu of any other form of compensation.
Location of work: In person at the UMLAUF Sculpture Garden + Museum:
605 Azie Morton Rd, Austin, TX 78704
Start Date: May/June 2026
Description: The Development Associate plays a vital role in supporting the UMLAUF Sculpture Garden + Museum's fundraising, donor engagement, and membership initiatives. This individual will work closely with the Development Manager to execute development strategies, oversee membership engagement, assist in planning events, maintaining records, and managing donor communications. Along with other responsibilities where necessary.
Deadline to Apply: April 24th, 2026

Responsibilities:

Development Support:

- Assist the Development Manager with meeting preparations and follow-up, including coordinating with participants to schedule meetings, drafting and editing reports and agendas, and taking notes on resolutions and action items.
- Assist with gift intake, tracking, and management (NEON CRM & GiveSmart).
- Collect and research data (quantitative and qualitative) to support or answer specific questions related to the Development department.
- Maintain accurate CRM data entry for membership, donors, gifts, and grants.
- Assist in drafting grant proposals, reporting, and conducting grant research.
- Aid the Development Manager in donor management and engagement, including preparing stewardship materials, making donation asks, and managing various fundraising campaigns.



- Attend and assist with development events to promote giving and membership as needed.
- Support the planning and execution of the annual Garden Party fundraiser by making follow-up calls, tracking deadlines, maintaining records, and coordinating communication.

Membership Engagement:

- Oversee membership engagement efforts, including but not limited to planning membership events, managing membership recognition initiatives, and ensuring excellent member stewardship.
- Coordinate and oversee the planning of the annual membership event, *Spirit of Membership*, with oversight from the Development Manager.
- Record, maintain, and update the membership database.
- Mail membership packets to new and renewing members.
- Send out monthly membership renewal notices, event invitations, and e-newsletters.
- Assist in developing and executing 6–8 membership events per year.
- Process new membership mailings.
- Track and report on membership metrics.

Administrative Duties:

- General administrative support as assigned, including database administration for donor profiles, gifts, and grants.
- Coordinate donor mailings and communications with guidance from the Development Manager.

Required Qualifications:

- Excellent organizational skills required.
- Enthusiastic about the UMLAUF and passionate about the arts and community engagement.
- Highly motivated with a positive attitude; flexible and willing to work in a small, dynamic environment.
- Able to work well under pressure while remaining calm and professional.
- Strong written and oral communication skills required.
- Excellent computer skills and proficiency with office software (Word, Excel, CRM databases) required.

How to apply:

Please send a cover letter, resume, and contact information for three references to development@umlaufsculpture.org