



**TEXAS LAND
CONSERVANCY**

Protecting the Nature of Texas.

Employer: Texas Land Conservancy

Position: Development Coordinator

Posted: November 10, 2019

Application Deadline: December 10, 2019

Location: Austin, Texas

Website: <http://www.texaslandconservancy.org>

Contact: Mark Steinbach

Email: mark@texaslandconservancy.org

Phone: 512-301-6363

Texas Land Conservancy (TLC) is a nationally accredited 501©3 nonprofit dedicated to the protection of land throughout Texas. TLC is one of the oldest and largest land trusts in the state and currently protects over 92,000 acres of open space across Texas. This full-time staff person is responsible for supporting and helping to achieve the development and outreach goals of the organization and reports to the Director of Partnerships and Outreach.

Desired skills

- Evident interest in and passion for conservation
- Experience in grant writing and donor relations
- Strong writer, editor, and communicator
- Competency with database management
- Strong organizational skills; ability to work on multiple projects simultaneously
- Ability to meet deadlines and work independently

Detailed Job Description

- *Administration*
 - General office administration (phones, email, recordkeeping, & processing mail).
 - Help coordinate and attend quarterly Board of Director meetings.
- *Development*
 - Work with the Director of Partnerships and Outreach to maintain relationships with TLC members, supporters, foundations, and sponsors.
 - Maintain grant calendar of upcoming application and reporting deadlines.
 - Compile necessary materials for grants and write narratives in collaboration with the Director of Partnerships & Outreach and Executive Director.
 - Monitor and track organization's programs for grant reporting on budgets and progress towards program metrics with assistance from the Executive Director.
 - Manage the donor database.
 - Process donations, consistently update data about donors, and send thank-you letters and receipts in a timely manner.
 - Support Development efforts in annual appeals and other fundraising needs.
- *Communications*
 - Co-manage social media and online communications with other team members.
 - Communicate with landowners, members, board & public via phone, email, mail, and social media.
 - Regularly produce and edit articles/blogs for website and newsletter.
- *Outreach*
 - Assist in planning and facilitating TLC events and outdoor activities.
 - Help coordinate volunteers as needed.
 - Help organize and facilitate educational outreach (presentations, tabling, school groups).



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- Design, coordinate, and execute event-sponsorship campaigns, which may include direct mail, e-solicitations, phone solicitations, and other strategies.

***Position requires occasional evening and weekend work.*

Compensation

- Competitive salary commensurate with experience and background.
- Matching contribution of 6% of your base pay is provided for a retirement plan of your choice.
- Enrollment in the TLC's health care plan (Blue Cross Blue Shield PPO) is covered by TLC.
- Each regular full-time employee will receive 10 paid holidays, to be based on federal holidays.
- 12 days vacation per year for employees with less than one year service.
- TLC provides a \$30 /month stipend for employees cell phone use.

To Apply

Submit a resume, cover letter, and one-page writing sample to Mark Steinbach: mark@texaslandconservancy.org.