



Great Springs Project Development Associate

ABOUT GREAT SPRINGS PROJECT

Great Springs Project (GSP) is a 501(c)(3) nonprofit organization that envisions a national park-scale corridor of publicly and privately protected lands between the densely urban areas of Austin and San Antonio over the Edwards Aquifer recharge and contributing zones. This green corridor will be connected by a network of trails, linking four of Texas' Great Springs: Barton Springs, San Marcos Springs, Comal Springs, and San Antonio Springs. The Great Springs Project envisions unifying existing local efforts to address the most critical water, land, wildlife, and public health challenges facing the Central Texas region.

THE ROLE OF THE DEVELOPMENT ASSOCIATE

Position

Reporting to the Chief Development Officer, the Development Associate is a vital component to development and communications efforts and is responsible for maintaining the donor database, facilitating donor stewardship, and creating social media and newsletter content.

Responsibilities

Development

- Support fundraising efforts for the Annual Fund and Capital Campaign, among other efforts aimed to increase philanthropy from individuals, corporations, and foundations.
- Facilitate donor relationship, stewardship, and development initiatives through assistance in meeting preparations, presentations, and regular communications, stewardship support, tax letters, thank-you letters, donor tracking and reporting prospect cultivation efforts.
- Build ongoing, positive relationships with donors, other constituents and partners
- Assist with writing and submission of grants and grant reports, as needed
- Assist in the coordination of fundraising events, large and small, which promote the Great Springs Project brand, communicate our mission, and support fundraising goals.
- Support creation and execution of annual appeals (Holiday card, Amplify Austin, End-of-Year Campaigns, etc.).
- Work with staff to establish best practices and standards of gift entry in agency database and spreadsheets
 - Process all donations, grants, and in-kind gifts
 - Prepare and mail acknowledgement and thank you letters
 - Monitor and charge recurring donations, annual pledges, and major gifts using invoices, pledge reminders, and donor correspondence
 - Create frequent and varied development reports to analyze income, track campaign progress, and advance donor stewardship and cultivation.
- Monitor and manage online giving forms, specific to giving initiatives and events

Communications

- Create quarterly newsletter and email communications in coordination with staff
- Create GSP social media content and post regularly
- Create monthly staff reports
- Coordinate work with staff and private contractors as needed (City staff, graphic designers, events support, website, and social media)
- Create video archive for GSP

- Support and create compelling marketing and educational videos for distribution

Administrative

- Assist with administrative matters at direction of CDO, including meeting set-up, office supply, and equipment maintenance, and other duties as necessary
- Order/purchase stewardship gifts and maintain stock
- Purchase development and communications supplies, as needed
- Coordinate and schedule meetings, conference calls and other administrative tasks for CDO
- Maintain physical and electronic files

Qualifications

- Bachelor's degree required; and familiarity with nonprofit cultural institutions preferred
- 1+ years project management experience in development and/or communications
- Computer fluency in MS Office, donor database software, and web applications required
- Great attention to detail is essential to success in the position.
- Excellent interpersonal, analytical, and organizational skills, capable of working effectively with board members, staff members, volunteers, and donors
- Energetic, self-motivated, flexible and adaptable with a sense of humor
- Graphic design and social media experience preferred
- The ideal candidate will be outgoing, detail oriented, and passionate about environmental issues.

Physical Demands & Work Environment

While performing this job, employees may occasionally be required to talk, stand or sit for long periods of time, walk, key data, speak and hear. As GSP's mission focus includes hiking, rivers and springs, it is expected that candidates for this role are passionate about green space. The physical demands and work environment listed here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable a person with disabilities to perform the essential functions.

Great Springs Project office is located downtown in Austin, Texas. The small office environment enjoys low noise levels, shared kitchen facilities and a collegial atmosphere. This job is primarily performed in an indoor office environment during a regular 40-hour workweek. Reliable transportation is required to attend frequent meetings off-site with donors and stakeholders. Occasional evening and weekend hours may be required for events and to meet deadlines.

Great Springs Project is an Equal Opportunity Employer and will not discriminate against any applicant or employee based on race, creed, color, national origin, sex, gender identity, age, religion, veteran status, disability, or sexual orientation.

Compensation

Competitive salary commensurate with experience. Generous Paid Time Off (PTO) policy and parking included.

To Apply

Interested candidates are asked to send a cover letter, resume and three professional references to info@greatspringsproject.org. Incomplete applications will not be considered. Please do not contact the GSP offices directly.