



Great Springs Project

Associate Director of Development

ABOUT GREAT SPRINGS PROJECT

Great Springs Project (GSP) is a 501(c)(3) nonprofit organization working to create a greenway of contiguous protected lands between San Antonio and Austin over the Edwards Aquifer recharge zone. This green corridor will include an additional 50,000 acres of protected lands across four counties and be connected by a network of spring-to-spring trails, linking four of Texas' Great Springs: Barton Springs, San Marcos Springs, Comal Springs, and San Antonio Springs. 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.

In a state which less than four percent of the land is public, through preserving open space and developing a spring-to-spring trail for the benefit of all trail users, GSP addresses social, health, and recreational equity.

GSP ASSOCIATE DIRECTOR OF DEVELOPMENT OVERVIEW

Position

Reporting to the Chief Development Officer, the Associate Director of Development is a vital component to the development and communications team and is responsible for providing strategic support by expanding the portfolio of donors and securing major gifts at the individual and corporate levels. As a highly visible individual, this position will build donor relationships, authentically and enthusiastically, around GSP's mission and vision. The successful candidate will have a track record of portfolio management, including a history of cultivating new and existing corporate partnerships and will focus primarily on building relationships and identifying new and innovative approaches to solicitations.

Located in either San Antonio or Austin, the Associate Director of Development supports Major Gifts, Grants, Annual Fund Giving strategy, and Communications and Marketing efforts. Partnering with CDO, this position works with donors, corporate partners and volunteers in donor/prospect cultivation and solicitation to enhance community visibility and establish donor relations.

Scope of Work

- Collaborates with the Chief Development Officer on a comprehensive, strategic development plan that will grow annual contributed revenue and capital projects year over year
- Ideates and executes new strategies to increase donor engagement and annual giving at all levels including identification, cultivation, solicitation, and overall general stewardship of donors
- Manage corporate giving strategy for campaign initiatives
- Build ongoing, positive relationships with donors, other constituents, and partners
- Assist Grants Manager with writing and submission of grants and grant reports, as needed
- Support communications and marketing efforts, as needed
- Support and analyze fundraising events with support of Development Coordinator
- Achieve budgeted fundraising goals

- Fulfill meeting goals for donor cultivation
- Ensure all commitments to donors are fulfilled through on-going communication, follow up, and outreach
- Assist in maintaining systems for storing donor information, processes, tracking deadlines, and ongoing donor communications
- Develop and prepare presentations and marketing materials in advance of, or as a follow up to, meetings with donors, partners, and/or other external audiences
- Support staff and Board with other projects deemed as necessary
- Must be able to demonstrate ability to independently lead projects from beginning to end
- Oversee donor management system and maintain accuracy within system; work in collaboration with Data Coordinator and CDO to achieve this objective
- Comfortable in a mid-size organization and small team setting and willing to wear many hats

Qualifications

- Bachelor's degree in a wide-variety of disciplines
- 3-5 years of professional-related experience in a fundraising role
- Experience with gift solicitation required
- Successful history meeting fundraising goals
- Working knowledge of Hill Country natural and cultural landscapes, Edward's Aquifer, its sensitivity, and its regional importance
- Certified Fund Raising Executive (CFRE) preferred
- Computer fluency in MS Office and donor database software 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

This job description is not an exclusive or exhaustive list of all job functions that an employee in this position may be asked to perform from time to time.

Physical Demands & Work Environment

At this time, the Associate Director of Development position will be primarily remote with in-person meetings in coordination with the Development Team. 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. Reliable transportation is required to attend frequent meetings off-site and occasional travel throughout the GSP four-county corridor, including Austin, San Marcos, New Braunfels, and San Antonio. Occasional evening and weekend hours may be required for events, meetings 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 compensation includes generous Paid Time Off (PTO), health, vision, dental, and retirement benefits.

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.