



## Great Springs Project Development Coordinator

### ABOUT GREAT SPRINGS PROJECT

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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 in 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 DEVELOPMENT COORDINATOR OVERVIEW

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#### Position

Reporting to the Chief Development Officer, the Development Coordinator is a vital component to the development and communications team and is responsible for executing the Annual Fund, including mid-level gifts, direct mailing, and targeted solicitation campaigns, as well as coordinating special events and development operations. Located in either San Antonio or Austin, the Development Coordinator 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.

GSP is seeking a dynamic individual to join our Development & Communications team working toward our mission and vision. This is an exciting opportunity for a person who can take responsibility for a variety of tasks, is energetic, self-motivated, highly organized, and detail oriented.

#### Scope of Work

- Manage Annual Fund portfolio and active pipeline to Major Gifts, including identification, research, cultivation, solicitation, and overall general stewardship of donors
- Execute fundraising efforts for the Annual Fund, among other efforts aimed to increase philanthropy from individuals, corporations, and foundations
- 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
- Work with CDO to set goals and develop strategy for annual appeals (Holiday card, Amplify Austin, End-of-Year Campaigns, etc.).
- Support communications and marketing efforts, as needed
- Plan, execute, and analyze all fundraising events
- Fulfill meeting goals for donor cultivation

- Reliable transportation and ability to meet with donors and stakeholders throughout GSP corridor
- Ensure all commitments to donors are fulfilled through on-going communication, follow up, and outreach
- Maintain 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
- Write effective meeting reports that summarize decisions made and actions to be taken on specific projects and assignments in a timely manner
- 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
- 2 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
- Energetic, self-motivated, flexible and adaptable with a sense of humor

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 Development Coordinator 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 salary commensurate with experience. Paid Time Off (PTO), health, vision, dental, and retirement benefits included.

**To Apply**

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