



Job Title

Development and Volunteer Coordinator

About

The Austin History Center Association's (AHCA) mission is to connect people to Austin's culture by supporting the Austin History Center and sharing the diverse stories of our community—bridging past, present, and future.

We are a 501(c)3 nonprofit that is the public-private partner of the Austin History Center (AHC), our city's municipal archives, which is home to millions of resources that preserve the history of Austin, Texas. Please note that AHCA employees are not employees of the City of Austin, but of the nonprofit organization.

Summary

Our nonprofit is looking for an exceptional **Development and Volunteer Coordinator** to become the third member of our full-time staff. Reporting to the Executive Director, this role will oversee and execute sizable responsibilities, including increasing our organization's annual revenue, growing the capacity of our volunteer efforts, and ultimately increasing our support of the Austin History Center and impact within the community.

Responsibilities

- **Manage and Execute Day-to-Day Donor Pipeline Operations:** In collaboration with the Director of Development and Operations, ensure the day-to-day cultivation, stewardship, and communications with donors, ultimately ensuring continual revenue growth.
- **Coordinate and Grow AHCA Volunteer Roles:** As the Austin History Center expands into a two-building campus, expand the association's volunteer programming to support the Austin History Center's new operational needs.
- **Maintain Nonprofit Donor Databases and Systems:** Maintain donor CRM through gift entries, updating contact information, and reporting; ensuring consistent data cleanliness.
- **Identify and Pursue Additional Revenue Opportunities:** Support additional revenue streams through grant writing, corporate sponsorships, and sales, while identifying potential areas of new revenue for the nonprofit.

Required Qualifications

- Recognition of the importance of archival preservation of local history, and excitement to contribute to its generational impact here in our community of Austin, Texas.

AUSTINHISTORY.ORG

LOCATION | Austin History Center | 800 Guadalupe | Austin, TX 78701

MAILING | P.O. Box 12546 | Austin, TX 78711



Austin History Center ASSOCIATION

- Two (2) or more years of successful fundraising experience across the entire donor pipeline, ideally within a nonprofit or mission-focused organization.
- One (1) or more years of grant writing experience.
- Exceptional written and verbal communication skills, including the ability to comfortably speak to groups of people.
- An ability to relate well to people of all backgrounds, with respect and sensitivity to their unique lived experiences.

Preferred Qualifications

- Prior experience managing and training groups of volunteers.
- Experience working within a rapidly changing environment, which rarely allows for specialization in any particular skill or project.
- High level of tech literacy and willingness to learn new technical platforms.
- Willingness to work outside of usual office hours, primarily for events (as needed).
- Willingness to support social media outreach, including appearing on camera.
- Prior experience working within a small organization (five employees or fewer).
- Adept at utilizing G-Suite applications and expertise as an administrator with donor/CRM databases.
- Willingness to do occasional hands-on archival work, potentially including moving small boxes, organizing files, and working in environments that require masks and/or gloves.

Salary and Benefits

- **Annual Salary:** \$50,000-\$55,000, commensurate with experience.
- **Benefits:** 100% employer premium-covered medical, dental, and vision insurance. Options available for partial employer premium covered family insurance.
- **Location:** This role is in-person at our office within the Austin History Center in Downtown Austin from Tuesdays to Fridays, with remote work on Mondays. Hybrid work opportunities may be available depending on work projects and seasonality.
- **Time Off:** Flexible paid time-off policy, including the option to flex weekdays for weekend work if desired.
- **Holiday Schedule:** Our nonprofit shares all City of Austin holidays, ensuring alignment with the Austin History Center's operations.

AUSTINHISTORY.ORG

LOCATION | Austin History Center | 800 Guadalupe | Austin, TX 78701

MAILING | P.O. Box 12546 | Austin, TX 78711