



Development Coordinator Job Announcement

Reports to:	Chief Development Officer
Classification:	Full-time, exempt
Hiring range:	\$55,000-65,000, depending on relevant experience
Schedule:	Generally 40 hours per week, with flexibility and occasional evening and weekend work
Work location:	Hybrid office and home
Benefits:	Health Insurance (100% coverage for employee's medical, dental, vision, life insurance), 401(k) eligibility + up to 2% match with vesting period
Paid leave:	120 hours of paid time off, 11 paid holidays, and TTC's annual office closure between December 25 and New Year's Day

About The Trail Conservancy

The Trail Conservancy's mission is to protect, enhance, and connect the Ann and Roy Butler Hike and Bike Trail at Lady Bird Lake for the benefit of all.

In partnership with the City of Austin and the community, TTC cares for one of Austin's most used and beloved public spaces. Our work includes ecological restoration, capital improvements, operations and maintenance, community programs, public events, and long-term stewardship of the Trail.

The Opportunity

The Trail Conservancy is entering an important period of growth, guided by an ambitious 2026–2031 strategic plan. The Development Coordinator will help execute that vision via TTC's systems, standards, and stewardship practices that keep the Trail safe, welcoming, and resilient.

Reporting to the Chief Development Officer, the Development Coordinator plays an essential role in ensuring TTC's fundraising success for both the annual operating budget and capital projects. By managing the donor database, the Development Coordinator ensures fiscal and administrative accuracy for all donations while also providing strategic and analytical support via donor reporting and segmentation. This role also leads digital and mail appeals focused on annual donors and represents TTC with excellent customer service at development events and community outreach.

Key Responsibilities

Donor Data Management and Financial Reconciliation (40%)

- **Own and oversee donor database (CRM) management**, accurately and consistently recording pledges, donations, and interactions to support broader development operations.

- Prepare timely acknowledgment letters and other relevant donor-facing correspondence
- Process and reconcile deposits.
- Coordinate with the Finance Director to reconcile incoming sponsorship, membership, and general donor revenue at routine intervals.
- Create and oversee CRM registration pages for various TTC events and campaigns.
- Provide database training and support for staff users.
- Recommend and implement workflow and efficiency improvements, naming conventions, coding standards, documentation, and automation solutions when appropriate.

Data Analysis and Strategy (20%)

- Update and distribute Weekly Gift Report, monthly Fundraising Income Strategy report, and monthly team dashboard to development staff.
- Produce additional reports that track progress in areas such as revenue, response and conversion rates, participation, average gift size, donor retention, acquisition, prospecting, and related ROI metrics.
- Use the CRM to support the moves management model and guide frontline fundraisers in identifying donor prospects and segmenting the donor audience for engagement and outreach strategy.
- Conduct post-campaign and event analysis and reports.

Direct Appeals/Campaigns (20%)

- Execute annual digital and direct mail giving campaigns, including Amplify Austin and End-of-Year Appeal, from planning and content creation to reporting.
- Manage segmented lists and database reports for development appeals throughout the year, including membership drives and adoption campaigns.
- Coordinate with Marketing to create digital campaign materials in alignment with TTC branding standards.

Donor Experience & Events Support (20%)

- Communicate by phone, email, and in person with donors regarding ways to give and other customer service questions.
- Represent TTC at community events and other tabling opportunities.
- Provide event support as needed for the annual gala, membership events, community programming, etc.
- Assist with in-kind donation processing and periodic donation pick-ups.
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What You Will Need

- A minimum of two years of experience in an administrative position is required, with at least one year spent in a non-profit development role.
- Technical proficiency in Google Suite (Docs, Sheets, Slides, Calendar) is required.
- Exceptional attention to detail, organizational and analytical skills, and financial literacy.
- A commitment to outstanding customer service, including strong written and verbal communication skills.
- Ability to clearly express the TTC mission, values, and programs in individual and large group settings.
- Ability to frequently lift up to 25 pounds and work regularly in outdoor park environments under varying Central Texas weather conditions (heat, humidity, sun, rain), traverse uneven terrain, and participate in field-based operational activities, with or without reasonable accommodation.
- Valid driver's license and ability to meet TTC driving requirements.

Experience That Would Be Helpful

- Experience with Bloomerang CRM database or other similar CRM software
- Experience with event management software (Bloomerang Fundraising—formerly Qgiv—or similar)
- Digital design or content creation

Relevant professional experience may have been gained through employment, consulting, freelance work, community leadership, military service, education, or other settings. A particular college degree is not required.

We know that qualified candidates bring different combinations of experience. Applicants who meet many, but not every, preferred qualification are encouraged to apply.

Application Process

Applications must be submitted through [TTC's application portal](#) by 5 pm on Wednesday, September 30, 2026. If you have trouble with the portal, you may email your application to apply-add75eabf0ea@the-trail-conservancy.breezy-mail.com.

Please submit:

- A resume
- A statement describing your interest in the position and working for The Trail Conservancy

We will request professional references only from candidates who advance to the finalist stage, and we will not contact them without notice.

To support a consistent and equitable process, please do not contact TTC employees or board members directly about the position.

Equal Employment Opportunity and Accommodations

The Trail Conservancy is an equal opportunity employer. TTC considers applicants without regard to race, color, national origin, ethnicity, religion, sex, pregnancy, sexual orientation, gender identity or expression, age, disability, genetic information, veteran status, or any other status protected by applicable law.

TTC is committed to providing reasonable accommodations during the application process and employment. Applicants who need an accommodation may contact info@thetrailconservancy.org.