



Volunteer Legal Services of Central Texas

Job Description

Job Title: Development & Communications Coordinator
Date: September 2026
Reports to: Executive Director
Classification: Full Time, Exempt
Salary Range: \$50,000 - \$55,000, depending on relevant experience
Schedule: Generally 40 hours per week, with flexibility and occasional evening and weekend work
Work Location: Hybrid office and home in Austin, TX
Benefits: Health Insurance (100% coverage for employee's medical, dental, vision insurance), 401(k) eligibility + optional 5% match with vesting period
Paid Leave: 96 hours of paid time off, 11 paid holidays, and VLS' annual winter office closure (typically between December 24 and January 2nd)

About VLS

Mission: To help low-income clients access the civil justice system by providing volunteer attorneys who donate free legal advice and representation, and by supporting and training those attorneys.

Vision: Poverty is not a barrier to justice.

General Summary

Volunteer Legal Services (VLS) seeks a Development & Communications Coordinator to manage the administrative aspects of the organization's development & communications activities. The position has a critical role in managing and expanding fundraising opportunities through data management, donor stewardship, correspondence with potential donors and event planning. This position also has a critical role in keeping the community informed of VLS activities through the website, monthly community newsletter and social media.

Essential Responsibilities and Duties

- Manage donor database, including all data entry, tracking donor history, and keeping donor contact information current;
- Maintain and develop procedures for data entry;
- Manage existing campaigns and funds and add new ones as strategies dictate;
- Make recommendations for information systems as appropriate;
- Perform regular database maintenance and clean-up projects to ensure data integrity and accessibility;
- Generate reports and mailing lists from the donor database for use by the Executive Director and Board of Directors;
- Print and mail donor fundraising appeals and thank you letters within a specific timeline;
- Process donations received;
- Integrate and manage e-mail addresses;

- Generate correspondence to donors about VLS events;
- Assist with logistics for VLS events;
- Manage and update VLS website content;
- Produce and send VLS' monthly community newsletter, including soliciting, compiling, and producing stories;
- Manage VLS' social media channels, including generating, editing, publishing, and sharing social media content to support communications plan;
- Organize, catalog, and maintain media coverage, media archives, and photo library, including maintaining media list;
- Prepare materials for VLS Board Development Committee;
- Represent VLS in an enthusiastic and professional manner in the community and with a demonstrated commitment to VLS' mission;
- Participate in staff meetings, keeping staff colleagues up to date on fundraising efforts; and
- Other duties as assigned.

Knowledge, Skills and Experience

Required

- Prior experience with database systems.
- Experience in social media marketing.
- Strong attention to detail and strong organizational skills.
- Excellent written and verbal communications skills.
- High levels of discretion, sensitivity, and good judgement.
- Self-motivated with ability to operate independently and ability to work collaboratively as a team member.
- Able to attend morning, evening, and weekend events/meetings outside of normal office hours.
- Demonstrated proficiency in computer applications of Microsoft Office, particularly Word and Excel.

Preferred

- At least 1 to 3 years of experience working in non-profit fundraising.
- Experience with eTapestry, Canva, and WordPress.
- Experience working with a pro bono or legal aid non-profit organization in fundraising and/or communications.

Application Process

To apply, e-mail your application to employment@vlsoc.org.

Please submit:

- A resume
- Cover letter (statement describing your interest in the position and working for Volunteer Legal Services of Central Texas)

We will request professional references only from candidates who advance to the 2nd round interview, and we will not contact them without notice.

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

Equal Employment Opportunity

Volunteer Legal Services is an equal opportunity employer. VLS 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.

Physical Requirements and Work Environment

The Development & Communications Coordinator will be expected to have daily transportation to attend VLS events as necessary. The Development & Communications Coordinator will spend most of their time in an office that could involve intermittent physical activities including bending, reaching, sitting, and walking during business hours. Additionally, it is anticipated that the person may spend several hours each day sitting at a computer. Reasonable accommodation may be made to enable a person with physical disabilities to perform the job.