



Seedling Foundation Job Description

Title: Development & Communications Coordinator
Reports to: Chief Development & Communications Officer
Category: Full-time, Exempt, Hybrid
Posting Date: October 2, 2026
Closing Date: October 16, 2026
Salary Range: \$50,000 - \$60,000 plus benefits

Seedling's Mission is to mitigate the impact of parental incarceration on children in Central Texas through school-based mentoring.

Seedling (Seedling Foundation) is an Austin-based nonprofit serving 500 Central Texas children annually. Seedling's flagship Mentor program recruits volunteers, matches them with eligible children, and offers ongoing expertise to support both the children and mentors. Seedling mentors provide stable, long-term relationships for students to help them develop and maintain positive attitudes towards school. Seedling's Postsecondary Success and Scholarship programs continue to support those children into young adulthood. Nurtured, and encouraged, Seedling students build the resiliency necessary to overcome the challenges of their circumstances and fulfill the promise of their young lives.

www.seedlingmentors.org

Development & Communications Coordinator Position Summary: This key role supports fundraising (annual campaign, special events, grants) and marketing (print/digital, email marketing, video curation, social media). Primary responsibilities include database management, gift processing and acknowledgement, event planning, and communications. As a member of a small, committed team that cares passionately about the Seedling mission, the role requires a strong attention to detail and dedication to quality donor stewardship.

Seedling's Core Values: Supportive | Collaborative | Compassion | Relationship-Driven

Responsibilities:

Donor Database Management (DonorPerfect)

- Manage the donor database: prompt and accurate data entry and reporting, analysis of ongoing reports to ensure tracking towards development goals
- Process gifts and donations: gift entry, facilitating distribution of thank you/acknowledgement letters, and serving as a point of contact for donors' inquiries
- Regularly update content of acknowledgement letters, etc, ensuring thoughtful and relevant communications
- Perform record and data entries/cleanups/updates in the donor database

Development

- Support the Chief Development & Communications Officer (CDCO) and team in the planning and execution of multiple campaigns throughout the year (Amplify Austin, End of Year Giving, etc.)

- Support direct mail campaigns including drafting materials, pulling mailing lists, and production coordination
- Collaborate to perform donor and prospect research on individuals, corporations, and foundations
- Assist with event planning, including logistics, guest management (OneCause), communications, and gift processing.
- Assist the CDCO and Development Committee Chair with coordination and logistics of the Development Committee's monthly meeting.

Communications

- Draft, edit, and schedule written and visual content for the Seedling website and social media channels (Facebook, LinkedIn, Instagram, Google My Business and YouTube)
- Assist with marketing, communications, and public relations strategies designed to sustain and grow support for Seedling
- Act as staff liaison between contracted graphic designer to meet all deliverable deadlines
- Create distribution lists, draft e-newsletters, and other communications via Constant Contact
- Occasionally Represent Seedling at community outreach events

Grants and Records

- Support the CDCO and Grant Specialist with the stewardship of funder requests and maintain the organization's calendar of funding submissions
- Track marketing/recognition requirements or guidelines from funders

General

- Organize and maintain development records, office files, and other materials as requested
- Participate in monthly staff meetings, weekly development meetings, and various other meetings both in office, on site, and remote.
- Other duties as assigned

Qualifications

- Bachelor's degree required
- Two years minimum experience in nonprofit development and/or communications
- Experience with fundraising software or comparable CRM
- Demonstrated record of exemplary customer service skills
- Strong verbal, written and email communication skills
- Advanced proficiency in the full Microsoft Office and Google Suite
- Ability to manage multiple projects, sometimes with shifting priorities, under direct supervision, as well as independently
- Commitment and ability to uphold high levels of accountability
- Ability to handle confidential donor/constituent information with sensitivity and integrity
- Demonstrated ability to be creative, flexible, well-organized, resourceful, and to show initiative
- Collaboration with peers to enhance the work environment and support planning and strategy

Preferred:

- Proficiency with marketing/communications (ConstantContact; Canva; Paperless Post; OneCause, and social media channels)
- Proficiency with DonorPerfect
- Grant writing

- Website maintenance (website development a plus)
- Utilization of AI and best practice research methods
- Committed interest or experience with the Seedling mission or similar organization

Compensation

- Competitive salary
- Full benefits package including Dental, Vision & Health Insurance
- Generous PTO and Holiday schedule (in line with the AISD school calendar)
- Retirement Plan with company match upon meeting eligibility at six months of employment
- Learning and development workshops and trainings
- Career advancement opportunities
- A small, close-knit, supportive team who are passionate about Seedling's mission
- Hybrid work: 1-2 days per week in the office.

Please submit a thoughtful cover letter and resumé to development@seedlingmentors.org. The deadline to submit is October 16, 2026. EOE