



## **TFN Development Coordinator**

The Texas Freedom Network (TFN) seeks a full-time Development Coordinator based in Austin, Texas. TFN is a statewide non-partisan, grassroots organization that is building an informed and effective movement working toward equality and social justice.

The Development Coordinator will oversee the annual giving program. The primary responsibilities of the Development Coordinator will be to coordinate the digital fundraising program, direct mail campaign, events (virtual and in person), and donor recognition, stewardship and engagement opportunities. The Development Coordinator should be passionate about fundraising, social justice and the progressive movement. The Development Coordinator will report to the Senior Development Director.

### **Responsibilities include but are not limited to:**

- Develop and implement a multi-faceted annual fundraising plan that meets the revenue and relational goals of the organization
- Prepare and manage detailed project plans and timelines to assure success
- Create and oversee a comprehensive digital fundraising campaign and social media strategy focusing on donor acquisition and retention
- Expand the annual fund program and maintain a portfolio of donors and prospects for solicitation
- Organize and implement all aspects of fundraising events for the organization, including but not limited to member's receptions, galas, stakeholder briefings, etc. (virtual and in-person)
- Oversee the development, production, and distribution of direct mail campaign, including drafting solicitations, creating segmentations and tracking results
- Cultivate, steward and expand monthly, sustaining donor program
- Develop and implement cultivation and stewardship opportunities as well as models to expand donor base
- Manage database systems; track donations, monitor financial goals and ensure timely acknowledgments



- Collaborate with team to promote culture of philanthropy in organization

### **Qualifications and Skills**

- Ability to work well with a team, take direction and feedback, and share skills and knowledge
- Self-motivated; ability to work independently and to exercise sound judgment in stressful circumstances.
- Previous experience in nonprofit or political fundraising with a proven track record of soliciting, closing and stewarding gifts.
- Excellent interpersonal and communication skills and the ability to develop strong relationships with a variety of organizational stakeholders.
- Strong writing, editing, and proofing skills, along with excellent problem-solving skills, with a consistent, solution-oriented approach.
- Strong project management, time management, and organizational skills, including setting priorities and improving on existing processes/systems.
- Experience with donor database management and systems (Raiser's Edge, Salesforce, DonorPerfect, EveryAction, NGP VAN, etc.)
- Knowledge of the Texas philanthropic and political community preferred.

### **Benefits**

Salary: \$48,000 - 55,000 (depending on experience)

100% employer paid medical/dental/vision insurance, 401(k) savings plan with employer contribution, paid vacation, personal, sick, and parental leave.

Applications will be considered on a rolling basis.

*Texas Freedom Network is an equal-opportunity employer and encourages people of color, ethnic minorities, women, and individuals from the LGBTQ community to apply.*

**Apply Here:** <https://app.trinethire.com/companies/30391-texas-freedom-network/jobs/68824-development-coordinator>