



AIA Austin

POSITION: Development Coordinator

STATUS: Full-time | Exempt

About the Organizations

AIA Austin, a 501(c)(6) professional association, is the Austin Chapter of the American Institute of Architects, serving over 1,300 architect and designer members and over 250 Allied Members. AIA Austin is the voice for our region's architecture community. We advocate for our members, the profession, career development, and design excellence. We influence public opinion and policies that shape our built and natural environment.

Design Austin is the non-profit 501(c)(3) sister organization of AIA Austin. DA recognizes, celebrates, and promotes the impact of design for all. Our mission is to increase public awareness and appreciation of Austin's designed environment. The two organizations have a shared staff model.

About the Position

AIA Austin and Design Austin are seeking a full-time Development Coordinator (70/30 time commitment) to support and advance the fundraising and member engagement efforts of these sister organizations. This role plays a key part in executing the annual development plan and budget, including sponsorship management, gift processing, donor database oversight, donor and sponsor cultivation, and stewardship. The Development Coordinator will also provide support for organizational events and manage AIA Austin's Allied Member program, which currently includes over 250 non-architect members, many of whom sponsor AIA Austin and DA programming. This position works closely with other staff, and reports directly to the Executive Director. The position offers an opportunity to contribute to both organizations' growth, strengthen community partnerships, and enhance member engagement.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Donor and Sponsor Engagement

- Assist ED in all cultivation activities and initiatives, including coordination of mailings, solicitation packages, and appropriate donor contact and follow-up communications related to fundraising

- Work closely with ED in managing sponsorships for both AIA Austin and Design Austin programs and events, including asks, follow-up, payment tracking, benefits tracking, receipts, and thanking
- Assist ED in coordinating board development committee meetings and communications, and work closely with Communications Director on all fundraising communication materials
- Work closely with Bookkeeper and ED on sponsorship budgets, reports, and fundraising plans
- Research donors and prospects and conduct donor analysis when necessary
- Coordinate preparation and mailing of invitations and letters, including committee solicitations, underwriting solicitations, save the date, and invitations
- Maintain accurate donor records, contact notes, and correspondence utilizing Little Green Light, as well as spreadsheet management

Data Management

- Conduct data entry and updates, including input of pledges and payments, execution of pledge letters, receipts, and any additional donor acknowledgment
- Maintain accurate records of prospect lists, current and past donors, current and past corporate sponsors and foundations, and current AIA Austin members and sponsors
- Manage gift analysis and entry procedure, and process gifts in a timely manner
- Serve as the point of contact for development and finance monthly reconciliation
- Assist in generating lists, performing mail merges, and sending/producing mailings. Update and maintain the Design Austin email platform, performing merges post programs and events

Grants

- Project manage the grant calendar effectively to ensure that all grants and reports are submitted on time
- Write grant proposals and manage grants through the full grant cycle from application to final report
- Perform research to help build a pipeline for grant development and increase the competitiveness of grant requests

Events

- Provide support for events in the planning, administration, and implementation of fundraising and donor-related activities. Collaborate with Events Director and Coordinator to ensure sponsor and donor satisfaction
- Maintain meticulous records and spreadsheets to track reservations, event details, and guest lists to ensure all records are consistently up to date and accurate

Other

- Serve as staff liaison providing general administrative support for 2-5 AIA Austin committees (e.g, coordinating meetings both in person and virtually, facilitating communications, including public emails, and assisting with supply and vendor coordination as needed)
- Provide general administrative support for meetings (e.g., note-taking, presentations, agendas, fundraising reports, etc.)
- Other duties that may arise from time to time in support of the mission.

Knowledge, Skills, and Abilities

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The items listed below are representative of the knowledge, skills, and/or abilities required.

- Excellent customer service and communication skills, including the ability to interact with donors, stakeholders, and colleagues confidently and diplomatically
- Excellent attention to detail and strong organizational capabilities
- Solid project management skills with the ability to handle multiple, simultaneous projects
- Ability to prioritize and re-prioritize tasks in a fast-paced environment
- Strong knowledge of Google Workspace and MS Office, including Word, Excel, PowerPoint; and Constant Contact. Some knowledge of Adobe Suite preferred
- Ability to manage and analyze data and to create reports based on data
- Ability to learn new tools and software quickly
- Motivated team player, self-starter, collaborator, interested in personal and professional growth
- Commitment to maintain the confidentiality of sensitive donor and stakeholder information
- Passion for the mission, vision, and values of AIA Austin and Design Austin
- Sense of humor ;)

Education/Experience

Minimum qualifications:

- Bachelor's Degree
- 1-3 years of experience in nonprofit development, fundraising, or a related field, with demonstrated application of relevant skills
- Understanding of database management and donor stewardship procedures
- Proven track record in fundraising and revenue growth

Preferred Qualifications:

- 3+ years of development support experience with progressively increasing responsibility
- Hands-on experience with Little Green Light (CRM) to manage and grow donor relationships, or related CRM platform
- Strong understanding of the Austin philanthropic community and its key stakeholders
- Demonstrated success in diversifying revenue streams and driving sustainable growth
- Knowledge of AEC and design industries a plus

Working Conditions (Physical demands, travel, hours, and environment)

- This is a full-time exempt position with excellent benefits
- Most duties will be performed in a traditional office environment
- All candidates must be based in the Austin area
- Office hours are 8:30AM to 6PM Monday – Thursday, and 8:30AM to noon on Fridays
- AIA Austin is currently operating on a hybrid schedule; in-office on Mondays, Tuesdays, and Thursdays. The operating model is subject to change based on the needs of the organization
- Occasional evening and weekend hours will be required
- Characterized as primarily sedentary work requiring exertion up to 10 pounds of force to lift, carry, push, or otherwise move objects
- The position is not likely to require travel outside the greater Austin area.

Benefits

AIA Austin offers generous benefits, including 100% of medical, dental, and vision insurance for employees; employer paid life insurance and long-term disability; up to 3% employer match towards retirement plan; 9 paid holidays + office closure between Christmas Day and New Year's Day; 10 days of PTO and increased time off after 5 years of employment.

Organizational Relationships

Department: Development

- Reports to: Executive Director
- Supervises (if any): N/A
- Peer collaboration/communicates with (internal, external): development consultants, donors, corporate sponsors, AIA Austin membership

Salary Range

\$50 - \$60K depending on experience

How to Apply

For confidential consideration, please email a resume, three professional references, and cover letter with "Development Coordinator" in the subject line to ingrid@aiaaustin.org.

Applications without a cover letter will not be reviewed. No phone calls, please. Applicants whose candidacy is being considered will be contacted. We are looking to fill this position as soon as possible, and candidates will be considered on a rolling basis.

Start Date

As early as October 15, 2025

AIA Austin is an equal opportunity employer in all positions, programs and services without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.