



Development Coordinator

In connection to Dress for Success's commitment to diversity, equity, and inclusion, we encourage people from underrepresented communities with diverse abilities, ages, gender identities, nationalities, races, ethnicities, and sexual orientations to apply.

Dress for Success Austin values women. We serve women from diverse backgrounds and circumstances, including women from many racial, ethnic and cultural backgrounds, as well as women of all abilities and strengths, women that are experiencing homelessness, mental illness, were formerly incarcerated, are non-English speakers and from the LGBTQ+ community. We meet women where they are, and we want our clients to see themselves represented in every aspect of who we are – staffing, volunteers, board members and all affiliate organizations.

Reporting to the Director of Development, the Development Coordinator will assist the DFSA team with donor and data management.

KEY RESPONSIBILITIES

DATABASE

- Track and record donations in QuickBooks and database
- Reconcile donations monthly
- Maintain database and create donor reports as needed
- Build forms and reporting mechanisms in database
- Work with Communications Manager on campaigns

CORP

- Participate in corporate calls with Development Director and send follow-up information
- Speak at Lunch & Learn events, as needed
- Schedule volunteer groups
- Lead volunteer groups in coordination with Volunteer Manager and Inventory Coordinator

GRANTS

- Maintain grant calendar
- Divvy up grant applications to personnel
- Research new grant opportunities and propose to Development Director and Executive Director
- Create and maintain grant documentation in database

EVENTS (SPRING/FALL)

- Assist in planning fundraising events
- Attend committee meetings and manage registration software and financial reconciliation
- Create sponsorship invoices

- Manage HelloFund campaigns
- Act as day-of contact for events

DONOR RELATIONS PIPELINE

- Handle pre- and post-attendee communications for monthly Toast and Tours
- Oversee monthly giving program
- Assist with development campaigns
- Assist with donor stewardship activities
- Other duties as assigned

REQUIRED KNOWLEDGE, EXPERIENCE & ABILITIES

- Bachelor's degree in Business Administration, Economics, Communications, or related field
- Working knowledge of the Microsoft Office Suite including, G Suite, as well as familiarity with email marketing software, and database platforms
- Skilled at verbal and written communication; ability to proofread
- Strong organization and planning skills
- Proactive problem-solver and effective at creating systems
- Comfortable with enforcing policies & setting boundaries
- Maintains a professional & positive demeanor
- Ability to work with diverse groups of people
- Ability to work autonomously & collaboratively
- Ability to meet deadlines in a fast-paced and quickly changing environment
- Committed to strict confidentiality and privacy of sensitive materials and exercise utmost discretion

HOURS, SALARY and BENEFITS:

- Full time
- Hybrid schedule
- Salary: \$55,000 to \$62,000 / year
- Work for an organization that values and works to empower women every day
- 17 days of PTO beginning year one
- Access to health benefits
- 401K match

TO APPLY: Please use this [link](#) to apply for the position by 3/12/25.

The mission of Dress for Success Austin is to empower women to achieve economic independence by providing a network of support, professional attire and development tools to help them thrive in work and in life.