



**POSITION:** Development Coordinator **STATUS:** Full-time | Exempt

**ABOUT THE ORGANIZATION:** Forklift Danceworks activates communities through a collaborative creative process. Based in Austin, Texas, Forklift partners with city employees, essential workers, and community members to co-create performances that tell stories rooted in place, and lived experience.

Since 2001, Forklift has engaged thousands of participants—electric utility workers, sanitation employees, firefighters, urban foresters, and more—in performances that unfold in neighborhoods, city parks, public pools, and neighborhoods. By making art with and about the people whose work sustains our cities, Forklift builds connection, fosters civic dialogue, and sparks community-driven change.

**ABOUT THE POSITION:** Forklift Danceworks is hiring a full-time **Development Coordinator** to support the development efforts of these partner entities. The Development Coordinator will execute elements of the annual fundraising plan including gift processing, managing the donor database system, assisting with donor and sponsor cultivation and stewardship, and providing support for organizational events. This position reports to the Director of Development and Communications.

**HOW TO APPLY:** For confidential consideration, please email a resume and cover letter with “Development Coordinator” in the subject line to [admin@forkliftdanceworks.org](mailto:admin@forkliftdanceworks.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.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

### **Data Management**

- Conduct data entry and updates, including input of pledges and payments, execution of invoices, receipts, and any additional donor acknowledgment
- Maintain accurate records of prospect lists, current and past donors, corporate sponsors, and foundations
- 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 Forklift email platform, keeping mailing lists up to date



## **Donor and Sponsor Engagement**

- Maintain accurate donor records, contact notes, and correspondence utilizing Bloomerang
- Research donors and prospects and conduct donor analysis
- Assist Development & Communications Team in all cultivation activities and initiatives including coordination of mailings, solicitation packages, invitations, and appropriate donor contact and follow-up communications related to fundraising
- Assist Development & Communications Team in managing sponsorships including asks, follow up, payment tracking, benefits tracking, receipts, and thanking
- Assist Development & Communications Team in coordinating board and development committee meetings and communications, helping pull reports when necessary
- Provide general administrative support for meetings (e.g., note taking, presentations, agendas, narrative reports, etc.)

## **Events**

- Assist Director of Development with the coordination of budgets, seating charts, venue set-up and break-down, timeline, audio-visual, guest registration, deliveries, catering, vendors, off-site venue details, and follow up
- Serve as the in-house manager for Forklift events: reserving event space, procuring in-kind donations when possible, arranging food and beverage, arranging for audio-visual equipment, event signage, and appropriate décor (furniture, florals, linens, etc.)
- Proactively handle any issues and troubleshoot any emerging problems prior to and day of the event including fielding calls from ticket holders and vendors
- Assists with coordination / organization of all in kind donations and auction items
- Coordinate and serve as liaison for any additional staffing and volunteers required for events and programs
- Provides support for the development special events department in the planning, administration and implementation of fundraising and donor related events
- Maintains meticulous records and spreadsheets to track reservations, event details, and guest lists to ensure all records are consistently up to date and accurate



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 attention to detail and strong organizational capabilities.
- Solid project management skills with the ability to handle multiple, simultaneous projects.
- Ability to prioritize tasks in a fast-paced environment.
- Strong knowledge of Google Workspace and MS Office, including Word, Excel, PowerPoint; and Constant Contact.
- 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, interested in personal and professional growth.
- Commitment to maintain confidentiality of sensitive donor and stakeholder information.
- Excellent customer service including the ability to interact with donors, AIA members, stakeholders, and colleagues confidently and diplomatically.
- Passion for the mission, vision, and values of Forklift Danceworks

**EDUCATION/EXPERIENCE:**

Minimum qualifications:

- Bachelor's or Associate's Degree
- 2-3 Years of experience in non-profit development/fundraising or a related field that the candidate can demonstrate utilized the skills necessary for this position.
- At least 1 year experience with database management (experience with Bloomerang a plus!)

**WORKING CONDITIONS: (PHYSICAL DEMANDS, TRAVEL, HOURS, AND ENVIRONMENT)**

- This is a full-time exempt position with benefits.



- Characterized as primarily sedentary work requiring exertion up to 10 pounds of force to lift, carry, push, or otherwise move objects.
- Most duties will be performed remotely but candidates must be available to work in person for events, meetings, and administrative duties.
- All candidates must be based in the Austin area.
- Occasional evening and weekend hours will be required.
- The position is not likely to require travel outside the greater Austin area.

**COMPENSATION:** Compensation for this full-time position will be \$50,000 to \$60,000, depending on the candidate's experience. Position includes health benefits, retirement matching, and a generous PTO package.

Forklift Danceworks 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.