



**Part-Time Development Coordinator –
Comprehensive Campaign Support
Job Description
Department: Development**

Williamson County Children's Advocacy Center's (WCCAC) mission is to provide hope, healing, and justice for children and families impacted by abuse, violence, and exploitation in our community. We envision a community where children grow up safe and free from abuse. From the environment we create to our expertly trained staff, we strive to reduce the emotional trauma for children and their non-offending family members.

The culture of the Williamson County Children's Advocacy Center is built on our shared core values – Compassion, Integrity, Community, and Vision.

Position Overview:

WCCAC is a nonprofit that provides free services to child victims of abuse and their non-offending caregivers and other family members. The Part-Time Development Coordinator – Campaign Support, in coordination with the development team and Chief Advancement Officer, is responsible for supporting the organization's fundraising strategies and the growth of donors and annual campaigns through effective communications, campaign execution, and donor engagement. This position provides both administrative and hands-on support to the Development Team across all aspects of data entry, volunteer coordination, donor communication and donor cultivation.

We are seeking a self-motivated and outgoing Part-Time Development Coordinator to provide strategic project management and operational support for our **\$8 million** comprehensive campaign, **The Power Within Us**, while supporting the broader development function. This role serves as the operational backbone for our Chief Advancement Officer and development team, ensuring seamless execution of our major gifts campaign alongside annual giving initiatives.

The ideal candidate brings strong project management skills, meticulous attention to detail, donor relationship aptitude, the ability to translate strategic fundraising goals into actionable systems and processes, and a collaborative spirit.

Reports To: Chief Advancement Officer

Commitment Type: Part Time (< 30 hours a week), occasional weekends and evenings

Base of Operation: Georgetown, Texas (Travel within Williamson County and adjacent)

Salary: Based on Qualifications, Non-Exempt, (hourly range \$23.00-\$26.00)

Benefits: None

Qualifications:

- Bachelor's Degree (preferred) from an accredited university with a focus in communication, public relations, business, marketing, hospitality, fundraising, or a related field, along with 2-3 years of relevant work experience, OR 3+ years equivalent professional experience in fundraising, project management,
- Belief in the mission of the WCCAC
- Strong computer skills, including Microsoft Office 365 (Outlook, Word, Excel, Power Point), experience with Neon, Canva, and Mailchimp is a plus
- Ability to learn concepts related to donor cultivation, stewardship, and fundraising.

- Excellent verbal, interpersonal, visual, and written communication skills
- Strong attention to detail with the ability to maintain accuracy
- Project management experience
- Ability to work with diverse populations
- Ability to manage multiple tasks and deadlines
- Ability to work independently and collaboratively
- Strong organization, prioritization, and multi-tasking skills
- Highly collaborative approach and demonstrated ability to work in cross-functional teams
- Ability to thrive in a fast-paced environment with tight deadlines and limited supervision
- Strong decision-making skills and ability to manage multiple priorities
- Positive, flexible “can-do” attitude and responsive in a dynamic environment
- Excellent work ethic, sound judgment, and unquestionable integrity
- Ability to pass annual criminal and DFPS background checks, as well as clear the National Sex Offender Public Website and SafeSport registries
- Must also have reliable transportation and possess a valid Texas Driver’s License that meets the Center’s insurance company’s requirement for coverage

Capital Campaign Project Management (60%)

- Coordinate campaign timelines, deliverables, and committee activities for The Power Within Us campaign ensuring deadlines, quality, and consistency
- Prepare prospect profiles, campaign packets, and briefing materials for donor visits
- Schedule campaign meetings, track action items, and maintain project documentation in SharePoint
- Manage campaign gift tracking, pledge schedules, and payment reminders
- Support volunteer campaign committee logistics including meeting preparation and follow-up.
- Produce regular campaign progress reports and donor activity dashboards
- Maintain records of cultivation strategies, evaluations, solicitations, contact reports and results of all contacts with campaign prospects.
- Represent the organization in an enthusiastic and professional manner demonstrating commitment to WCCAC’s mission
- Steward donors to strengthen relationships and maintain donor retention
- Attend committee meetings and assist with meeting tasks such as printing documents, taking minutes, and tracking participation.
- Communicate with donors regarding recurring gifts, pledges, and acknowledgements.
- Provide exceptional customer service through donor calls, emails, written correspondence, and thank-you notes.

Donor Relations & Stewardship (30%)

- Conduct ethical prospect research to identify and qualify major gift prospects for the campaign
- Maintain CRM records with accurate donor histories, contact reports, and engagement tracking
- Process gifts from multiple sources in partnership with Finance Department
- Provide exceptional donor communication through calls, emails, and personalized correspondence
- Coordinate donor recognition strategies and acknowledgment systems
- Execute stewardship activities that deepen relationships and support retention
- Participate in weekend and after-hours events and projects as needed

- Assists with the implementing of successful fundraising events
- Collaborate with the Development team/committees on donor engagement.
- Contribute to continuous process improvement to streamline and optimize fundraising planning and evaluation.

Annual Giving & Development Operations (10%)

- Support annual giving campaigns across multiple platforms
- Assist with community outreach events including preparation, execution, and follow-up
- Collaborate on fundraising materials and donor communications
- Solicit in-kind donations and auction items for events
- Maintain development databases, filing systems, and process documentation
- Participate in development team strategy sessions and contribute to process improvements

Job Tasks: Other Job Tasks:

- Participate in monthly staff meetings and other community meetings as assigned
- Participates in weekend and after-hours events and projects, as needed
- Maintains a strong knowledge of the mission, core values, and vision of the organization and the children's advocacy model
- Perform other duties as assigned

Physical Requirements:

- Must be mobile and able to bend, stoop, reach, and moderately lift (up to 30 pounds)
- Must be able to sit/ stand at a workstation and/or a computer screen for up to 2 hours at a time

Reasonable Accommodations Statement: *To accomplish this job successfully, an individual must be able to perform, with or without reasonable accommodation, each function satisfactorily. Reasonable accommodations may be made to help enable qualified individuals with disabilities to perform the functions required.*

To APPLY, please email a cover letter, three references, and resume to wccacinfo@wilcocactx.org with the subject line "Development Coordinator – Applicant".