



Empowering Voters. Defending Democracy.

League of Women Voters of Texas Development Coordinator

The League of Women Voters of Texas seeks an experienced development professional with a passion for empowering voters and defending democracy. The new development coordinator will be inspired and motivated to engage donors across Texas to support this mission. The focus of this position will be to recruit and cultivate new donors and steward current donors, as well as develop strategic communications for fundraising. Assistance with other development tasks such as events, as well as grant research & writing, may be requested.

Responsibilities:

- Develop and implement strategies to increase donor engagement.
- Create and maintain relationships with current and potential donors.
- Research current and potential donors.
- Develop and implement fundraising campaigns.
- Analyze data to track the progress of fundraising campaigns.
- Write fundraising appeals, reports, and other donor communications.
- Maintain accurate records of donations and donor information to ensure transparency and accountability.

Skill Set:

- Excellent written and verbal communication skills.
- Creative approach to identifying and implementing development opportunities.
- Attention to detail and documentation.
- Knowledge of new and traditional fundraising approaches and trends.
- Works well independently as well as under direct supervision.
- Knowledge and experience using CRM. Donor Perfect a plus.

Education and Work Experience:

- Two to four years of development experience, particularly in donor development.
- Experience working with board members and committees on fundraising.
- A bachelor's degree is preferred, and high donor development experience is a priority.

Work Environment:

- Office and remote flexibility.
- The League of Women Voters of Texas is fully committed to diversity, equity, and inclusion in principle and practice. Diversity, equity, and inclusion are central to the

organization's current and future success in engaging all individuals, households, communities, and policymakers in creating a more perfect democracy.

Salary Range: \$54,000-\$60,000

Application: Send resume and cover letter to: LWV Texas Executive Director Aileen McMurrer at amcmurrer@lwtexas.org.

At the League of Women Voters of Texas, we envision a pluralistic, multiracial democracy where every person has the desire, the right, the knowledge, and the confidence to participate. LWV Texas is a nonpartisan, grassroots education and advocacy organization that encourages informed and active participation in government, works to increase understanding of major public policy issues, and influences public policy through education and advocacy. We are a fast-paced, customer-centric, and data-driven organization. Our mission is to empower voters and defend democracy.

With over 100 years of experience, the League is one of America's oldest and most trusted civic nonprofit organizations. Learn more at <https://www.lwtexas.org>.

All qualified applicants will receive consideration for employment without regard to race, color, religion, national origin, gender, sexual orientation, gender identity or expression, genetic information, disability, veteran status, sex, or age, or any other legally protected status.

COVID-19 considerations: The League follows CDC guidelines and guidance from the City of Austin.