

**Development Coordinator**  
**Texas State History Museum Foundation**

The Texas State History Museum Foundation (TSHMF) seeks a Development Coordinator to serve as key part of a development program that raises funds for the Bullock Texas State History Museum. The position is responsible for identifying prospects, creating funding proposals, making solicitations and overseeing development processes, and fulfilling the bookkeeping and other administrative needs of the Foundation. TSHMF, a 501(c)(3) nonprofit organization created in 1999, works collaboratively with the Bullock Museum to raise funds through the generosity of individuals, corporations, and foundations and the state. The TSHMF staff is led by a board of individuals from throughout the state that guides fundraising and hosts an annual gala which features the History-Making Texan Award. The TSHMF supports the Museum's exciting roster of special and permanent exhibitions, public programs, and special projects.

The TSHMF offices are located at the Bullock Museum at 1800 N. Congress Avenue, Austin, Texas 78701. This is a full time (40 hours/week) position with benefits and parking.

**Position Summary**

The Development Coordinator will be responsible for daily activities in support of the Foundation's development programs, including fundraising solicitations, events, ongoing donor cultivation and stewardship, and processing donor gifts. The position will participate in the development program by conducting prospect research, preparing solicitation submissions and statistical support, producing events, and maintaining donor records. In addition, the position will perform administrative functions such as preparing correspondence, arranging conference calls, scheduling meetings, and bookkeeping. Reporting to the Executive Director and working in partnership with the Development Committee, Board Trustees, and Museum and Foundation staff, this position is responsible for the following:

**Principle Accountabilities**

- Draft and assemble grant submissions, prepare grant reports, and maintain grants calendar.
- Conduct preliminary research on prospective corporate, foundation and individual donors.
- Coordinate production and mailing of appeal letters.
- Handle all administrative details associated with the Development Committee meetings (i.e. prepare and distribute notices, agendas, minutes, etc.).
- Plan donor events, maintain guest lists, gather and prepare registration materials.
- Process donations and prepare acknowledgement letters and other correspondence.
- Maintain foundation, corporation and individual donor files and database records.
- Create monthly fundraising reports and other database reports as needed.
- Process and maintain all financial records and transactions including all payables and receivables.
- Track pledge schedules and prepare pledge reminder correspondence.
- Schedule meetings, receive visitors, arrange conference calls, and transcribe meeting minutes.
- Assemble media and donor kits and board packets for events and meetings.
- Coordinate master office calendar.
- Received incoming calls, mail, submissions, and reports and plan their distribution.
- Other duties assigned by the Executive Director.

**Preparation and Knowledge**

- Bachelor's degree and 2-5 years experience, preferably in a non-profit development office.
- Proficiency in Microsoft Word, Excel and PowerPoint is required. Experience in Quickbooks and a donor management software is preferred.
- Knowledge of protocol in donor cultivation and stewardship.
- Availability to work on a flexible schedule and in a dynamic environment.

- Ability to present information concisely and effectively, both verbally and in writing.
- Ability to organize and prioritize work and to work independently with little supervision.
- Excellent interpersonal skills.

**Terms and Compensation:**

The position is full-time with a competitive salary commensurate with experience. The position is based in the Bob Bullock Texas State History Museum in Austin. The TSHMF is an equal opportunity employer and does not discriminate against any person based on age, race, national origin, gender, sexual orientation, religion, marital status, parental status or mental/physical handicap.

**To Apply:**

Please submit resume, cover letter, and two writing samples (preferably one should be a request for support) no later than May 31 to [info@tshmf.org](mailto:info@tshmf.org) or to:

Texas State History Museum Foundation  
P.O. Box 12456  
Austin, TX 78711

No phone calls, please.