

**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. 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, and ongoing donor cultivation and stewardship. The position will participate in the development program by conducting prospect research, preparing solicitation submissions and statistical support, maintaining donor records, and performing administrative functions such as preparing correspondence arranging conference calls, and scheduling meetings, in addition to other duties as needed. The position will also be responsible for planning and implementing events, including the Texas Independence Day Dinner, donor events, board meetings, etc. 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.
- Responsible for the planning and implementation of the *Texas Independence Day Dinner* in coordination with the event committee, including creating production timeline, securing and coordinating vendors, drafting invitation and marketing materials, organizing logistics, guest lists and seating.
- 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.
- Maintain listings of donors for events and recognition postings.
- 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.).
- 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 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 August 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.