



Texan by Nature Development Manager Application

Development Manager Description:

Texan by Nature, a conservation nonprofit that advances conservation across Texas, is seeking a dedicated full time Development Manager with an instinct for and interest in fundraising, donor communications and relations, and project management. You will have the opportunity to immerse yourself in the impact-focused world of conservation, working alongside professionals who are passionate about their work and enjoy working together.

Ideal candidates are driven, creative, trustworthy, hard-working, and interested in collaborating with great minds to help cultivate change and foster engagement in conservation. This position will equip you with the skills necessary to prosper in this industry along with excellent referrals to a wide variety of brands and agencies.

Location:

- Texan by Nature Office at 6805 N. Capital of Texas Hwy., Ste. 268, Austin, TX 78731
- Opportunities for working remotely

Principal Duties & Responsibilities*:

The Development Manager has responsibility for Texan by Nature development, fundraising, and partnership goals. Collaborates with the Director of Development to create a development plan which increases brand awareness and revenue to support the strategic direction of Texan by Nature. The position reports to the Director of Development.

- Manages the day to day needs of the development program, including outreach, communications, reporting, and donor relationships.
- Scopes and program manages custom member projects as needed including timeline, partner management, impact assessment, and relevant deliverables
- Maintains regular donor communications through appeals, outreach, and follow up, maintaining donor retention and growing the donation pipeline through continual diversification of revenue streams.
- Tracks fundraising and program goals against schedules, budgets and objectives, reports statuses on a regular basis.
- Understands moves management and prospect development, and coordinates with the Director of Development to grow fundraising revenue through individual, corporate, and foundation giving.
- Develop and foster new relationships through donor prospect research and first-time communications
- Represents Texan by Nature at various events, forums and conferences as assigned
- Provides administrative support and coordination for fundraising activities; coordinates meetings; composes correspondence and reports; maintains confidential database systems; maintains verbal and written communication with internal and external constituents.
- Supports and is responsive to the needs of Texan by Nature.

** This job description contains the basic requirements for the position and is NOT intended to be a complete list of responsibilities; other duties may be assigned.*



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Specialized Knowledge/Skills/Abilities:

- Action oriented; seizes opportunities and enjoys working hard.
- Outstanding organization; can marshal resources to get things done and orchestrate multiple activities at once to accomplish goals.
- Ability to problem solve and high-quality decision making.
- Exceptional time management skills; uses time effectively and efficiently.
- Excellent communication skills; oral and written.
- Creative ability and innate curiosity; brainstorms and comes up with new and unique ideas.
- Teamwork and relations; cooperative and collaborative, gains trust and support of others. Relies heavily on relational skills to achieve success.
- Must represent the office in a professional manner both virtually and in person.

Education & Experience:

- BA/BS degree and 2 years minimum experience in program management or equivalent combination of education and experience. Education and/or experience in natural resource conservation and/or nonprofit operations and management a plus.

Training/Equipment : MS Office Suite, Google Suite, WordPress, Raiser's Edge, Adobe, DropBox, Survey Monkey

Work Environment/Mental/Physical Requirements: Position will require day-to-day multi-tasking, and well as managing multiple projects simultaneously. Requires in-state travel.

Compensation & Benefits

- Annual salary range of \$45-65,000, based on qualifications and experience
- Paid vacation and sick days
- Full health benefits (medical, dental, vision)

Application

Please submit a cover letter, resume, and one relevant writing sample by January 31, 2023, to Jenny Burden via email at jobs@texanbynature.org. Interviews will occur as applications come in and between February 8-17. Applicants will be notified by February 22 of acceptance. The position will start March 1 (exact start date flexible).