



EMPOWERING CENTRAL TEXANS TO  
BUILD STRONGER COMMUNITIES THROUGH  
PLANTING AND CARING FOR TREES.

## **Job Announcement: Development Coordinator**

TreeFolks is an Austin-based nonprofit organization. Our mission is to empower Central Texans to build stronger communities through planting and caring for trees. TreeFolks is seeking a Development Coordinator. This position will contribute to the organization's mission by supporting fundraising efforts, resulting in increased capacity to plant and distribute more trees.

The person we will add to our active and inclusive team is collaborative, organized, tech-savvy, outgoing, and able to manage multiple tasks and projects. The ideal candidate will apply TreeFolks' Core Values to their daily work efforts and has some experience in nonprofit fundraising, event planning, volunteer management, and community engagement. Please see below for a full description of duties and qualifications.

### **Duties will include, but are not limited to:**

- Collaborate with Program Leads and other staff to coordinate paid program-related participation opportunities with corporate partners throughout the year, including outreach to potential partners, scheduling and logistics, pre-and post-event communications, and ongoing relationship management with partners.
- Produce and maintain updated Corporate Partner/Major Donor processes and support materials (recruitment packets, acknowledgment letters, MOUs, invoices, and internal records).
- Support organization participation in third-party fundraising activities such as the Amplify Austin online giving campaign and workplace giving events.
- Facilitate participation in external outreach and tabling events, including assessing, scheduling, recruiting, and training volunteers, and post-event follow-up.
- Assist with planning and promotion of year-round community volunteer opportunities through TreeFolks programming, including volunteer recruitment, training, database oversight, communications, and tracking.
- Maintain up-to-date donor/supporter records with contact and contribution details, assist with audience segmentation for campaigns, and coordinate acknowledgments and other communications with donors.
- Assist with planning and implementation of TreeFolks fundraising events, including the annual picnic and the RootBall fundraising gala.
- Contribute to the planning, design, printing, and distribution of mailers, and coordinate with the communications team to support annual fundraising campaigns, such as the end-of-year direct mail and electronic media campaign.
- Collaborate with the Development and Communications teams to coordinate TreeFolks' social media presence, monthly newsletters, printed outreach materials, and other communications tools and strategies related to fundraising.
- With support from the Director of Philanthropy, contribute to annual operational planning, budgeting, and goal-setting processes, and take part in regular program evaluations, budget monitoring, and progress assessments of annual goals.



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### **The ideal candidate will have the following qualifications:**

- Proven abilities in professional communications and customer service, including relationship management with funders, corporate sponsors, and other partners.
- 2-4 years of fundraising and event coordination experience, or relevant substitute, as part of a successful nonprofit team, including event management platforms, auction coordination, volunteer recruitment and management, and direct mail efforts.
- Impeccable organization skills with a track record of creating and following processes and timelines.
- Experience with CRM and database management.
- A background working in a dynamic, high-energy team environment.
- Commitment to the TreeFolks mission.
- Bachelor degree preferred, or relevant experience can be substituted

This is a full time, permanent position with a mix of in-office work, remote work, and working on-site at events. TreeFolks offers a competitive salary, plus health benefits, generous vacation time, flexible schedule, a casual work environment, and professional development opportunities. The starting salary ranges from **\$47,600 to \$51,230**, based on experience, qualifications, and additional attributes, such as bilingual or firsthand knowledge of communities in which TreeFolks works. TreeFolks encourages employees to pursue, and provides opportunities for, training, professional development, and advancement within the organization.

### **Equity Statement:**

TreeFolks is an equal-opportunity employer committed to building a diverse and inclusive workplace. We welcome and encourage candidates of all backgrounds, including but not limited to, people of color, LGBTQ+ individuals, women, veterans, neurodivergent people, and those with disabilities. TreeFolks will not discriminate against any candidate on the basis of race, sex, gender identity, sexual orientation, class, religion, national origin, disability, age, and/or genetic information.

TreeFolks considers the job qualifications as a guide and not an absolute list. We encourage all candidates who feel they meet the spirit of the job description, are passionate about our mission and core values, and can do the work to apply.

### **Application Process**

To apply, please visit our [application portal](#) and upload a letter of interest, resume, and three references with contact information.

Application deadline: July 29, 2024

Anticipated start date: September 1, 2024