



Title: Development Coordinator
Reports To: Development Manager
Classification: Exempt
Salary: Commensurate with experience

Position Summary

The Development Coordinator will provide support to daily fundraising operations to strategically align the organizational needs of the Texas Trees Foundation to support the mission of the Texas Trees Foundation. The Development Coordinator will work closely with the Development Manager to ensure that research, grants, and tracking are timely, accurately assembled, and aligned with funding needs. The Development Coordinator's main responsibility will be to help with project to project grant applications as well as grant reporting.

Organization

Texas Trees Foundation, a 501(c)(3), makes possible a higher quality of life for citizens, visitors and businesses through research, technology, and education to strategically protect, plant and care for trees and assure that all projects show a return on investment to support growth and livability. Far more than a tree planting organization, Texas Trees collaborates with urban planners, landscape architects, developers, corporations, and municipalities to improve the overall quality of life for the citizens who call Dallas and North Texas home.

Core Responsibilities:

- Assist with the development of a grant strategy to increase the number of annual donors, retain existing donors, increase gift size, annual appeals, major donors, and social media
- Conducts research and planning for the preparation for current and future grant proposals
- Understand the history, structure, objectives, programs, and financial needs of the organization
- Meet with other team members (operations, programs, finance, etc.) for planning in preparation of complex proposals and grants as required
- Maintain and update funder record in DonorPerfect
- Coordinating affiliate social media outputs for the development team
- Maintain on going records of grants in progress, submitted, approved, and denied
- Tracks and completes all ESG and follow-up reports requested by donor or TTF leadership
- Prepares grant applications for final approval to the Development Manager prior to submission
- Aids in researching and identifying new corporate, foundation, and government funded grants for submissions
- Download any online donations and create gift acknowledgment letters
- Design and run reports and assist with database maintenance
- Attend networking events as requested
- Perform administrative duties as needed including filing, copying, sorting, mailing, etc

**Core Knowledge & Skills:**

- Excellent communications skills with extra emphasis on written communications
- Motivated and goal-oriented with ability to self-manage
- Highly motivated and takes initiative to seek out new funding leads
- Confident in suggesting innovative ideas in creating storylines
- Can align research to specific grant applications
- Desire to further non-profit skills through grant writing webinars and conferences
- Ability to work effectively with multiple priorities and deadlines
- Proven ability to ask for assistance when necessary
- Understanding of intersection of public relations and media outreach
- Ability to work in collaboration with various departments to align outcomes
- Ability to work with a broad range of people including major donors, staff and outside partners

Qualifications:

- Bachelor's degree in English, Journalism, Creative Writing, or a related area (master's degree preferred)
- Two+ years non-profit experience, specifically in grant writing
- Experience with a donor management software platform, DonorPerfect preferred
- Excellent knowledge of proposal submission and fundraising process
- Ability to study and understand programs and funding requirements of the organization
- Strong research skills and knowledge of information sources
- Proactive approach to problem-solving with strong decision-making skills
- Multitasking, organizational and time management skills
- Ability to handle confidential matters with utmost integrity
- Proficient in Microsoft Office Suite (Outlook, Word, Excel, and PowerPoint)

Important Qualities

- A passion for working with projects that help our communities and our environment here in North Texas
- Patience, compassion, development of accurate and on-time deliverables, and professionalism
- Strong commitment to the mission and goals of the Texas Trees Foundation

Work Environment:

- Hybrid working environment.
- This is a full-time position which provides competitive pay commensurate with experience.