



## **DEVELOPMENT MANAGER (Part-time)**

Keep Texas Beautiful (KTB) is a statewide 501(c)(3) nonprofit organization with a mission of inspiring and empowering Texans to keep our communities clean and beautiful. Founded in 1967, KTB works with more than 300 affiliate organizations from around the state in the areas of litter prevention, beautification and waste reduction. Keep Texas Beautiful is an affiliate of Keep America Beautiful.

### **SUMMARY OF POSITION**

KTB seeks a part-time (20 hours per week) Development Manager to work in partnership with the Executive Director (ED) and Board Development Committee to plan, implement and evaluate fundraising activities to grow and diversify revenue. The Development Manager reports to the ED. The position is based in Austin, Texas, and requires approximately 5-10% travel.

### **JOB DUTIES**

- Collaborate with ED and Development Committee to formulate and implement annual fundraising plan.
- Lead activities to secure financial support from corporations, foundations and individuals through cultivation, solicitation and stewardship.
- Develop and maintain relationships with key corporate and individual donors.
- Maintain accurate development records through Salesforce database.
- Collaborate with Communications team to develop fundraising campaigns.
- Ensure that all donors are properly thanked and recognized.
- Collaborate with Development Committee to keep board members engaged with fundraising activities.
- Write grant proposals and reports to corporate and foundation funders.
- Publicly represent KTB to promote mission and programs.
- Participate on staff team to plan annual statewide conference.

### **MINIMUM QUALIFICATIONS**

- Bachelor's degree in related field.
- Four years of successful fund development experience.
- Experience working with, or serving on, nonprofit boards.
- Experience developing and maintaining relationships with donors.
- Strong tech skills, including database management; Salesforce a plus.
- Exceptional written and verbal communication skills.
- Background check required.

**Salary:** \$28,000 - \$30,000, depending on experience. Benefits include paid vacation days, sick days and holidays.

**To Apply:** Please submit cover letter, resume and a list of three references via email to [jobs@ktb.org](mailto:jobs@ktb.org) with "Development Manager" in the subject line. Applications accepted until position is filled.

Keep Texas Beautiful is an Equal Opportunity Employer.