Austin Sunshine Camps

Title: Development and Communications Coordinator
Reports To: Chief Development Officer
Type: Full-time

About ASC and this role:

Austin Sunshine Camps (ASC) is a non-profit organization with a mission to engage and empower youth through educational and outdoor experiences. The Development and Communications Coordinator will play an integral role in helping ASC achieve its mission by taking ownership of all backend development data and processes, including donor relations, solicitation campaigns, and special events, as well as building and maintaining a beloved brand through ASC's communication, marketing, and public relations efforts. The perfect candidate will be someone who values a good story as much as they value efficient, backend processes. Someone who is wildly creative, a self-starter, able to project manage, detail-oriented, able to see the big picture, a story teller, current with the latest trends in development and communications, and passionate about building relationships with all of ASC's stakeholders.

At ASC we believe that all of us (volunteers, campers, staff, and board members) play an important role on the Development Team. Together, it is our goal to create and grow diversified, reliable, and sustainable streams of revenue in order to support ASC's mission by building genuine and authentic relationships with all stakeholders across our community. The Development and Communications Coordinator will be able to work seamlessly across internal departments as well as across external stakeholder groups to create efficient processes as well as inspiring, consistent, and reliable communications.

Key Responsibilities:

Development

- Act as the team wizard for ASC's donor database, Donor Perfect, including maintaining impeccable records, creating useful dashboards, as well as becoming a resident expert in Donor Perfect's reporting functionality
- Prepare and manage all donor acknowledgement, recognition, solicitation and stewardship including letters, emails, and phone calls
- Manage ASC's monthly giving program, including monthly payment processing, updated payment records, and specialized donor recognition
- Conduct preliminary research on prospective corporate, foundation and individual donors
- Provide friendly and solutions-oriented customer service support via phone calls, emails and in-person correspondence for all stakeholders
- Act as the project manager for development events, campaigns, and meetings, including the pre-event planning, guest management, event execution, and post event reflection
- Serve as the ASC liaison on various YMBL committees, including the Sunshine Run Committee

Communications

- Work across departments to prepare and maintain the organization's annual communication calendar, goals, and key performance indicators

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- Keep stakeholders informed by maintaining the accuracy of information on ASC's website (Wordpress), as well as the Zilker Lodge Rental Program's (ZLRP) website (SquareSpace)
- Manage and maintain the organization's branding and marketing guidelines
- Prepare and distribute segmented, impactful and informative bi-monthly newsletters
- Create fun, impactful, and engaging daily content for, and manage, social media channels to include Twitter, Facebook, Instagram and LinkedIn for ASC and ZLRP
- Prepare monthly PR pitches
- Lead the planning, preparation and dissemination of the annual Impact Report
- Prepare inspiring and relevant collateral and marketing materials using Canva for presentations, infographics, signage, social media, letterhead, etc.
- Other duties as assigned by the Chief Development Officer

Qualifications:

- In love with the mission of Austin Sunshine Camps
- Technologically savvy and excited to learn new systems (we currently use DonorPerfect, Constant Contact, Asana, Slack, Canva, and Google Drive and Email)
- Ability to problem-solve, navigate complex situations and relationships, and take advantage of strategic opportunities
- Exceptional written, verbal and interpersonal communication skills
- Extremely detail oriented
- Excellent project management skills; ability to establish priorities, manage time and meet deadlines
- Excellent with staff, stakeholders and customer service
- Ability to work independently with little supervision
- Takes initiative, kindly assertive and is a self-starter
- Proficiency with Microsoft Office Suite and Canva
- Must pass a National Enhanced Criminal Background Check
- Must be able to work nights and weekends as required
- Willing to become Ropes/Challenge Course Certified and work as part of the team to conduct Ropes Course sessions for campers, volunteers, renters, and other stakeholder groups
- Able to lift up to 35 lbs

Compensation and Benefits

- Ability to have a direct, positive impact on historically underinvested youth of Central Texas
- Office out of the beautiful Zilker Lodge in Zilker Park
- Flexible schedule within a culture that values work/life balance
- The salary for this role will be $35,000 - $45,000 annually, based on experience and skills
- Full-time employees have access to group health, vision, and dental insurance covered at 50% by ASC, and life insurance and short-term disability insurance covered at 100% by ASC
- ASC offers all full-time staff 160 hours of PTO plus office holidays

How to apply:

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- Email a cover letter and resume to jobapplicants@sunshinecamps.org with “Development and Communications Coordinator” in the subject line.

Note: This job description is not intended to be all-inclusive. Employees may perform other related duties as assigned to meet the ongoing needs of the organization.