



Job Title:	Development Coordinator
Department:	Development (Advancement)
Work Location:	Hermann Park, Houston, TX
Full-time/Part-time:	Full-time Exempt

Hermann Park Conservancy is a citizens' organization dedicated to the stewardship and improvement of Hermann Park—today and for generations to come.

Purpose

The Development Coordinator plays a critical role in supporting the Development and Advancement team by producing compelling written content for grants, donation solicitations, digital communications, and email campaigns. This position assisting in maintaining the nonprofit's grants calendar, ensuring timely submission of applications and reports. In addition to writing and tracking grants, the role includes administration of the membership program and providing general team support for fundraising and community events.

Primary Responsibilities

Writing and Communications

- Craft persuasive and impactful grant proposals, donor solicitation letters, digital content, and email campaigns to inspire engagement and contributions.
- Collaborate with the Director of Development to ensure all written materials align with the organization's voice, goals, and mission.
- Track and maintain the grants calendar to ensure deadlines for applications and reports are met.
- Conduct research to identify new grant opportunities.
- Generate content for development-related communication materials as needed.

Membership Program Administration

- Manage the membership program, including processing renewals, tracking growth and retention, and reporting progress toward program goals.
- Ensure timely and accurate fulfillment of membership benefits, including acknowledgments and communications with members.
- Plan and manage execution of member exclusive events.

Event Support

- Assist with planning and execution of major fundraising events, such as *Hats in the Park* luncheon and *Evening in the Park* gala.
- Provide logistical support for community events, including *Kite Festival*, *Park to Port Bike Ride*, and *Run in the Park*.
- Contribute to event-related communication efforts, including generating mailing lists and preparing materials.

General Administrative Support

- Support the Development team in daily operations, including data entry, record management, and reporting in Raiser's Edge.
- Respond to public inquiries via phone and email with professionalism and accuracy.

- Assist with meeting preparation, mail handling, and other office tasks as needed.

Qualifications

- Bachelor's degree required.
- Exceptional writing and editing skills, with the ability to create compelling, persuasive content.
- Experience managing or assisting with grant writing and reporting preferred.
- Strong organizational skills, including the ability to track deadlines and prioritize tasks effectively.
- Self-motivated and capable of managing tasks independently while contributing to a team environment.
- Proficiency in MS Office (Excel, Word) and familiarity with Raiser's Edge or similar database systems is preferred.
- Customer service experience and the ability to interact effectively with staff, donors, and the public.
- Flexibility to work events outside regular office hours as needed.