



## Who We Are

Our mission is to prevent blindness and preserve sight. Prevent Blindness Texas is committed to advocating for improved health equity, empowering children, adults, and seniors to experience life at the highest level, and improving overall health, including physical and mental health, by preventing vision loss and addressing eye health issues across the entire health spectrum.

## About the Role

The Development Coordinator supports the organization's fundraising and development efforts through donor stewardship, event coordination, database management, communications support, and administrative operations. Reporting to the Regional Development Director, this role serves as a member of the Development team and works closely with cross-functional teams to help advance fundraising goals and strengthen community engagement.

## Key Responsibilities

- Events Management and Marketing
  - Plan, coordinate, and manage all logistics for fundraising events, community engagement events, continuing education events, campaigns, and appeals.
  - Assist with creating fundraising and marketing materials for corresponding events, campaigns and appeals.
  - Assist with post-event reporting and donor follow-up.
- Donor engagement & Stewardship
  - Process all gifts upon receipt and ensure the dissemination of donor acknowledgements.
  - Maintain the stewardship plan for donors and ensure all benefits have been provided as anticipated.
  - Maintain all Development Department files and mailing lists (individual, corporate, foundation and fundraising); ensure accurate and current records are entered and maintained within the donor database.
- Research and Prospecting
  - Assist in identifying potential new funding sources, including corporate and foundation donors, community partners, and prospective donors through research and outreach
  - Support the execution of annual giving campaigns and donor outreach initiatives.
  - Support pipeline development and management of major gifts.
- Administrative Support
  - Assist with drafting grant proposals, meeting coordination, and volunteer coordination.
  - Assist with preparation of donor reports, presentations, and funding updates, as requested.

*Please note that duties in addition to the ones listed above may be assigned.*

## Qualifications:

### Education & Experience



- Bachelor's degree or equivalent level in one of the following areas preferred: communications, marketing, business, and/or nonprofit management.
- Minimum 3 years of experience in fundraising, donor relations, or event management.
- Proven experience with special events, donor and volunteer engagement, stewardship and development preferred.
- In-depth knowledge of current marketing trends, events, and development.
- Experience with donor management software (CRM) and Microsoft Office Suite.

#### **Skills & Competencies**

- Strong organizational skills and attention to detail with the ability to successfully manage multiple priorities and deadlines. Interest in public service, development, or nonprofit management.
- Strong ability to work both independently and collaboratively across teams.
- Excellent communication skills, both written and verbal.
- Excellent interpersonal relationship building skills.
- Passion for nonprofit work and community impact.

#### **Work Environment:**

- This position is hybrid with 25—30% travel to events and donors. sites.
- May require occasional evening or weekend support for programs or events.

#### **Benefits:**

Medical, dental, vision, life, short-term and long-term disability insurance, 403(b) retirement plan with company match, vacation, holidays, and sick days.

Salary range is \$45,000 to \$60,000

Please send your resume and cover letter to Heather Patrick at [hpatrick@pbtexas.org](mailto:hpatrick@pbtexas.org)