

## **Part-time Development Coordinator**

Job title: Part-time Development Coordinator

Job type: Part-time; +/- 20 hours/week

Location: 80% remote work and 20% traveling and spending time around Central Texas but while we are still in a Pandemic and the Park is closed, work will be 100% from home and calls through Zoom.

Organization Name: Friends of Lyndon B. Johnson National Historical Park

Position Summary:

This is an exciting opportunity to be a part in preserving Lyndon B. Johnson's legacy by fundraising and making relationships within the community. The Friends of the Lyndon B. Johnson National Historical Park works in partnership with the National Park Service to support the Park in three key areas: education, preservation, and restoration. Not only does this support help the park, but also the surrounding community, by bringing in tourism. We are looking for a charismatic and organized individual to work alongside our Board to enhance and historically preserve the Park by attracting and welcoming visitors in order to create a dynamic facility that is a national and community asset shared by all.

The Development Coordinator will be responsible for leading the membership program for the Friends, as well as other fundraising efforts, by creating relationships with members, donors, and the media. Additionally, this person will assist and work with the Board and others for the bimonthly meetings; research and distribute needed information; coordinate the Friends' activities with the Park; and administer strategic planning and implementation of the Friends Group mission, bylaws, work plans, and programs. The Development Coordinator will also supervise, with Park staff, the work of the Americorps VISTA.

Responsibilities:

### **Marketing and Communications: 40%, year round**

Consistent oversight of the Friends' messaging

Examples:

1. Managing Friends social media on Facebook, Instagram, Twitter; managing social media for the LBJ 100; oversight of social media initiatives from our VISTA; ensuring key announcements/messaging from the Park are shared on Friends pages
2. Updating website content
3. Editing and distributing a quarterly newsletter
4. Overseeing messaging for special events and giving campaigns (Fifty, Fifty, Fabulous; Amplify Austin)

5. Maintaining year-round communication for memberships, donor cultivation, stewardship

### **Supervisory and Administrative Responsibilities: 30% year round**

Rotating responsibilities throughout the year

#### Examples

1. Shepherding the VISTA: coaching as needed, quarterly reviews, weekly check-ins, serving as an emergency contact, coordination with NPS co-supervisor
2. Maintaining the Friends database (Donor Perfect)
3. Generating membership renewals
4. Sending all thank-you letters for donations
5. For the Board of Trustees: assist with Board Development as needed; prepare meeting packets, manage record keeping, assist with retreat planning and logistics

### **Event Planning/Sponsorships: 30%, seasonally**

Seasonal, but time-heavy leading up to and during events

#### Examples:

1. Creating collateral, researching, and making requests for LBJ 100 Sponsorships
2. Overseeing all aspects of special campaigns such as Fifty, Fifty Fabulous and Amplify Austin - from promoting the events to sending thank yous
3. Coordinating smaller events such as the Wreath-Laying reception, Chamber mixers, Blanco Lavender Festival - logistics such as food, drinks, decor, etc.

#### Preferred Qualifications:

- Experience working with a non-profit organization
- Proficient with measuring and reaching income goals
- Knowledge of grant writing, reporting, the funding community, and fundraising information sources
- Proficient with MS Office, Word, and Excel
- Bachelor's Degree preferred
- Experience coordinating volunteers and executing community events
- Experience with social media
- Knowledge of corporate, national foundation, government grants, capital campaigns, annual funds, and donor databases
- Proven ability to work in remote office setting

#### Job Description:

### **Friends of LBJ National Historical Park Development Coordinator**

The mission of the Friends of Lyndon B. Johnson National Historical Park is to join as partners with the National Park Service to enhance and historically preserve the park by attracting and

welcoming visitors in order to create a dynamic facility that is a national and community asset shared by all. The Friends of the Lyndon B. Johnson National Historical Park, a non-profit 501(c)(3) organization, led by volunteer Board members, works in partnership with the National Park Service to support the park in three key areas: education, preservation, and restoration.

### **Job Responsibilities**

1. On a part-time basis, lead the membership program of the Friends of Lyndon B. Johnson National Historical Park, with the goal of cultivating relationships, growing member advocacy, and increasing donations. Maintain and grow member database. Regularly communicate with members on the goals and achievements of the Friends Group and the LBJ National Historical Park. Create and send quarterly newsletter to members (four per year) and other member communications, including event announcements, thank you letters, and more. Track membership renewal dates and send renewal notices when needed.
2. Work with Board to manage fundraising efforts for the Friends Group in ongoing support for park programs, restoration efforts, and recreational events. Identify grant opportunities and write and submit grant applications. Identify and cultivate sponsorship opportunities around the Board's fundraising events, including the LBJ 100 Bicycle Tour and other fundraising events. Work with Board Treasurer to properly record incoming funds and track revenue and expenses for fundraisers to ensure fundraising costs do not exceed 20 percent of funds raised. Maintain and grow databases of donor contacts, donations, funding requests, and expenditures, as requested. Prepare acknowledgment letters to donors and sponsors.
3. Administer strategic planning and implementation of the Friends Group and LBJNHP's missions, bylaws, work plans, and programs. Track progress on goals in the Friends Group Annual and Five-Year work plans and assist the Board in routine reviews and updates to complete them.
4. Cultivate existing Board member relationships and development. Assist in conducting new Board member orientation. Make recommendations to set standards and benchmarks on performing tasks, including technology to be used, for efficient operations.
5. Work effectively with diverse groups. Develop new, maintain, or expand existing relationships with members, Park staff, organizations with similar interests, and other community groups. Use these relationships to help increase awareness and visibility of Park activities and events.
6. Coordinate with LBJ Park Superintendent on the Friends Group's meetings and agendas prior to meetings; educational, restoration, and recreational projects; and fundraising, marketing, public relations, social media, and other Friends Group activities.
7. Coordinate with the Park Superintendent's Administrative Assistant prior to meetings. Ensures meeting space is reserved, meeting participants log-in and dial-in information is distributed prior to meetings, remote electronic participation capabilities are in place, and internet access is provided. Acts on the Friends Group requests received by the Park.
8. Maintain calendars of the organization's activities; grant and other funding opportunities schedules; and required reporting or filing deadlines, such as IRS filings, financial audits, insurance renewals, and event permits.

9. Prepare for bimonthly Friends meetings (six meetings per year) and one Board retreat by creating and distributing meeting agendas in accordance with Bylaws. Reserve meeting space and handle logistical arrangements as appropriate. Maintain cloud-based files for minutes, attendance, financial reports, Bylaws, and other records. Initiate follow-up action resulting from meetings and as requested.
10. Respond to phone calls, email, and correspondence directed to the Friends Group, with direction and approval from the Board when needed. Serve as liaison for the Friends Group with others on projects, permits, and contracts.
11. Assist with marketing and communications efforts as needed. Prepare press releases, poster, and brochures for Board review and approval. Work with contractors to create collateral, banners, signage, shirts, tote bags, and other merchandise as necessary for the Friends Group's main fundraiser, the LBJ 100 Bicycle Tour, and other fundraising or awareness events; work with videographers and photographers, as directed by the Board.
12. Supervise, with Park staff, work of Americorps VISTA, in support of Friends outreach, communications and administrative tasks.
13. Other duties as assigned by the Board of Directors.

This position requires the Development Coordinator (DC) to travel to Johnson City or other locations in Central Texas to attend board meetings and as necessary to complete other defined job responsibilities. Due to COVID-19, however, all work is remote until further notice.

**Professional Qualifications:**

- A bachelor's degree in related area of study preferred but not required
- Related experience in leadership or administration of non-profit, volunteer, or public service agency
- Organizational abilities including grant writing, planning, program development, and project facilitation
- Strong interpersonal skills and ability to convey the Friends Group's strategic future, work with and engage with Board, members, volunteers, LBJNHP staff, donors, and other audiences
- Strong written, verbal, and social media communication skills
- Hands-on knowledge of technology needed to perform duties efficiently
- Persuasive communicator with skills to collaborate with and motivate board members and other volunteers

**Knowledge, Skills, and Abilities:**

- Excellent communication skills, both verbal and written
- Excellent English writing skills
- Motivated self-starter with the ability to work independently and with accuracy
- Strong people skills

- Excellent organizational skills
- Time management and project management skills including the ability to set and meet deadlines
- Familiar with digital platforms (Constant Contact, Donor Perfect, SquareSpace, social media, Canva, Zoom) to reach a diverse group of stakeholders and audiences
- Must be available some nights and weekends
- Work will be about 80% working remotely from home and 20% time traveling and interacting with community members locally

Salary and Professional Development:

- \$17-20 pay range, based on a part-time position of a +/-20 hours per week.
- Opportunities for professional development are available through Board members' development training
- Exposure to an inspiring community of people.

To apply:

Please email resume to [friendsoflbjnationalpark@gmail.com](mailto:friendsoflbjnationalpark@gmail.com), and use the position "Development Director" in the subject line. No calls please.