



DEVELOPMENT AND COMMUNICATIONS COORDINATOR FOR HILL COUNTRY ALLIANCE

Founded in 2005, the [Hill Country Alliance \(HCA\)](#) brings together a broad coalition of partners throughout a 17-county region of central Texas with the long-term objective of preserving the natural resources and unique character of the Texas Hill Country. HCA focuses on community engagement around stewardship of Hill Country land, water, night skies, and communities. Our work is guided by our [Strategic Plan](#), and collaboration is at the heart of everything we do.

The Development and Communications Coordinator role will provide essential day-to-day support to the Director of Philanthropy and will play an important part in supporting HCA's fundraising efforts, donor engagement, communications, and events. **This role is primarily development-focused, with approximately 75% of time dedicated to fundraising operations and administrative support, and 25% supporting communications efforts.**

This position is ideal for someone who is highly organized, detail-oriented, and interested in growing their experience in nonprofit fundraising and operations. HCA welcomes candidates from a variety of professional backgrounds who bring strong communication skills, administrative strengths, and a desire to support mission-driven work that protects the land, water, night skies, and communities of the Texas Hill Country.

PRIMARY RESPONSIBILITIES

This position will report to the Director of Philanthropy and will work in close coordination with the Communications and Marketing Manager.

Development & Administrative (approximately 75%)

- **CRM (Neon) Database Management.** Maintain clean, updated records through routine database cleanup and quality checks. Assist Director of Philanthropy in running reports and obtaining key metrics. Assist staff with event creation within the CRM.
- **Gift Processing & Receipting.** Enter incoming donations promptly and accurately, generate gift acknowledgements and tax receipts, and ensure accuracy of data entries for seamless reporting.
- **Grant application and reporting coordination.** Enter grants, deadlines, reporting requirements, and deliverables into the CRM, create and maintain an organized grants calendar to support programmatic staff. Coordinate internally to gather program information, metrics, and materials needed for grant submissions and reports.
- **Research and lead generation.** Assist in researching new funding opportunities. Work with Director of Philanthropy to generate donor profiles and stewardship plans.
- **Events and Event Sponsorship Coordination.** Work with the Director of Philanthropy to secure event sponsorships, track sponsor pledges, payments, and benefits. Coordinate with Marketing & Communications Manager to ensure sponsorship recognition is complete and accurate.
- **Fundraising event support.** Support Director of Philanthropy in coordinating all aspects of fundraising events, including tracking RSVPs, attendee communications, logistics, timelines, and event details.

Communications (approximately 25%)

- Assist in preparing both internal and external communications, including fundraising materials, slides, and talking points.
- Assist the Marketing & Communications Manager with creating social media, website, and newsletter content that highlights HCA programs, partnerships, and impact.



QUALIFICATIONS

- Undergraduate degree required with at least one year of relevant work experience.
- Strong attention to detail and commitment to data accuracy, and excellent written and verbal communication skills.
- Ability to manage multiple deadlines and stay organized in a fast-paced environment.
- Familiarity with CRM systems (or willingness to learn). Interest in nonprofit fundraising, philanthropy, or conservation.
- Proficiency with Microsoft Office and Google Workspace.
- Team player with a positive attitude and eagerness to grow.

PREFERRED (BUT NOT REQUIRED) SKILLS

- Experience with donor databases or customer relationship software.
- Event planning or customer service background.
- Basic graphic design experience (Canva, Adobe, etc.).
- Research skills related to grants or fundraising opportunities.

COMPENSATION AND BENEFITS

- Salary: Starting at \$55,000, negotiable based on experience.
- Work-Life Balance: HCA promotes a flexible work schedule with a 40-hour workweek. Occasional evening and weekend work is required (approximately 5-10%), staff are expected to take time off to balance their schedule.
- Vacation/PTO: Two weeks annual paid vacation, eleven paid holidays, and paid time off for the week between Christmas and New Year.
- Family Leave: Six weeks paid leave, with an additional six weeks of optional unpaid leave.
- Retirement Benefits: Up to 3% matching contribution to the retirement plan after six months of employment.
- Health Benefits: Option of HCA group plan medical insurance or monthly stipend toward health insurance after one month of employment.
- IT / Technology Support: HCA-provided computer, home office setup stipend, and IT troubleshooting support.

ADDITIONAL INFORMATION

- Work Environment and Remote Work: HCA is a supportive, team-oriented organization that encourages personal and professional growth and achievement. At least one day per week working in our Dripping Springs office is preferred, with the remainder of the work week spent remotely or in the field.
- Event Requirements: We host events across the 17-county Hill Country region, offering a unique opportunity to connect with the region's natural beauty and an extensive network of HCA supporters. Attendance at the Annual Leadership Summit, occasional quarterly board meetings, and select program events is expected. Occasional evening and weekend work will be required. Must have a vehicle and ability to drive throughout the 17-county region.

APPLICATIONS

Applications will be reviewed on a rolling basis, but candidates are encouraged to apply by May 22. Target start date is early July 2026.



The requirements listed in our job descriptions are guidelines, not hard and fast rules. If you have 75% of the qualifications listed, we encourage you to apply. Applying gives you the opportunity to be considered. HCA is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, mental or physical disability, age, sexual orientation, gender identity, national origin, familial status, veteran status, or genetic information.

Candidates should send their cover letter, resume, and three references to info@hillcountryalliance.org with the following **Subject Line: Application for Development and Communications Coordinator.**