



Development Specialist [Part Time]

Organization: Leadership Austin
Location: **Austin, TX** (Hybrid)
Job Type: Part Time (20 hours per week)

Join a team building transformational leaders and civic impact across Central Texas.

About Leadership Austin: Leadership Austin is a nonprofit organization that connects and develops courageous leaders across Central Texas. Through transformative experiences, we help leaders turn individual growth into [community impact](#). We bring together business, government, and social impact leaders throughout the region for open and balanced community discussions. [Leadership Austin](#) is where individual growth blossoms into community impact. With a 45-year track record, Leadership Austin has been part of the leadership development journey for thousands of emerging and influential leaders with a 3,400-plus alumni community.

This is an exciting moment to join a fun, high-performing team as we implement our new strategic direction. This position will be part of a team advancing a comprehensive revenue strategy to bolster the Leadership Austin mission and grow our impact, working in collaboration with staff, alumni, and the Board of Directors.

The Opportunity: The Development Specialist (Part Time) supports Leadership Austin's fundraising, events, and relationship management efforts to ensure the organization's long-term sustainability and community impact. Working closely with the Chief Advancement Officer, Development Director, Data Manager, and Marketing & Communications Manager, the Development Specialist coordinates donor stewardship, fundraising campaigns, sponsorship fulfillment, and event logistics. The ideal candidate is highly organized, relationship-focused, and energized by connecting people to meaningful leadership opportunities.

Our Commitment: Leadership Austin is proud to be an equal opportunity employer and celebrate our employees' differences. We want applicants of diverse backgrounds and hire without regard to race, color, religion, sex, gender, gender identity or expression, sexual orientation, national origin, disability, age, or veteran status. Differences make us better.

Experience & Skills

We don't expect you to check every box – what matters most is your potential and passion.

Key Responsibilities

Events & Engagement (40%)

- Plan and execute fundraising campaigns, cultivation events, donor stewardship, and alumni engagement
- Support logistics for Leadership Austin programs and special events, including venue coordination, supplies, and hospitality.
- Manage event materials such as name tags, signage, snacks, and setup needs.
- Coordinate food and beverage orders, deliveries, and setup.
- Oversee event registration, check-in, and guest experience to ensure a welcoming atmosphere.
- Recruit, train, and schedule event volunteers, providing clear communication and direction.
- Maintain event inventories and organize supplies for ongoing use.

Donor & Partner Stewardship (35%)

- Support stewardship efforts for sponsors, donors, alumni, and partners through timely communication and high-quality event hospitality.
- Collaborate with the Development Director to advance revenue goals.
- Conduct prospect research and prepare background materials for donor meetings and cultivation
- Work closely with the Database Specialist to maintain accurate donor and sponsor records in the CRM (Neon), ensuring data integrity and confidentiality.
- Assist with acknowledgment processes and fulfillment of sponsorship benefits.
- Highlight and celebrate alumni accomplishments through communications and events, strengthening connections and community pride.
- Be passionate about delivering an exceptional experience for donors, alumni, and event participants, ensuring every interaction reflects Leadership Austin's high standards and mission.
- Develop and maintain relationships with alumni through events, communications, mentorship programs, and networking opportunities. Foster a sense of community, loyalty, and ongoing involvement with the organization.

Development Operations & Administration (25%)

- Monitor fundraising progress, goals, and key performance indicators.
- Draft content and send event-related communications, donor updates, and reminders.
- Maintain accurate attendee, sponsor, and volunteer lists and track engagement.
- Provide administrative support before, during, and after events, including data entry, reconciliation, and follow-up tasks.
- Track sponsorship commitments, pledges, and payments.
- Research and track potential donors, foundations, and grant opportunities, including deadlines and compliance requirements.
- Support production of donor communications, the annual impact report, and recognition materials.
- Perform other duties as assigned to advance the organizations' mission.



Qualifications

Minimum Qualifications (Required):

- 1–3 years of experience in event coordination, nonprofit administration, fundraising, or related work (internship experience considered).
- Commitment to Leadership Austin's mission and values.
- Strong organizational and communication skills with attention to detail.
- Comfortable working independently and collaboratively in a fast-paced environment.
- Proficiency with Microsoft Office and Google Workspace.
- Comfortable using databases, spreadsheets, and CRM systems.
- Ability to maintain discretion and confidentiality in handling donor and alumni information.
- Availability for occasional evening and weekend events.
- Highly organized and capable of managing multiple projects and deadlines.
- Ability to work independently and manage multiple priorities in a part-time role.
- Ability to lift up to 25 pounds and transport event supplies and materials
- Ability to travel to/from the office and off-site events

Preferred Qualifications (Not Required):

- Proficiency in Google Workspace and Microsoft Office Suite with advanced Excel skills
- Ability to lift up to 25 pounds and transport event supplies
- Access to reliable transportation to/from work events and off-site locations
- Proficiency with digital design tools such as Canva
- Experience with digital communication tools (Mailchimp, Constant Contact)
- Experience using Google Workspace (Gmail, Docs, Sheets, Slides, Forms)
- Understanding of fundraising best practices and the gift lifecycle as defined by the Association of Fundraising Professionals (AFP)

Compensation

- **\$24-\$30 per hour**, commensurate with experience.
- Generous paid time off (PTO) and professional development opportunities.

Work Environment

- Highly collaborative and supportive team environment.
- Training on Leadership Austin systems and processes will be provided.
- Flexible hybrid schedule: remote work on Mondays and Fridays, in-office hours Tuesday-Thursday.
- Occasional evenings or events outside standard working hours may be required.

To Apply: Submit your application before **8:00 am Nov. 24, 2025**. We will review applications immediately and continue on a rolling basis until the position is filled. Email careers@leadershipaustin.org with questions.