AUSTIN ISD
JOB DESCRIPTION

JOB TITLE:	**GF COORDINATOR DEVELOPMENT**			PAY GRADE:	**CAD 1**
DUTY DAYS:	**226**	FLSA STATUS:	**EXEMPT**	DATE REVISED:	**09/15/2026 HC**
FUNDING SOURCE:	**THIS POSITION IS PARTIALLY OR FULLY FUNDED THROUGH LOCAL AND/OR GRANT SOURCES. CONTINUED EMPLOYMENT IN GRANT-FUNDED POSITIONS IS CONTINGENT UPON AVAILABILITY OF FUNDS.**				

MINIMUM QUALIFICATIONS:

A Bachelor's degree from an accredited college or university is required. One (1) year of professional experience in fundraising, donor relations, communications, or development is required. Four (4) years' of experience is preferred.

SKILL REQUIREMENTS:

- This position requires proven experience with a variety of fundraising strategies in a fast-paced, high-volume environment.
- Proven success in pipeline development, donor cultivation, solicitation, and stewardship across diverse donor markets (individuals, corporations, foundations, and community partners).
- Experience across multiple fundraising vehicles (sponsorships, annual giving, grants and events).
- Strong background in strategic marketing, promotional communications, impact storytelling, and digital content creation a plus.
- Demonstrated success in corporate sponsorship execution, benefit delivery, and multi-channel fulfillment.
- Proficiency in Google Workspace and CRM databases (Salesforce preferred).
- Exceptional written, verbal, and interpersonal communication skills with strong project management capabilities.
- Incumbent must demonstrate the ability to manage multiple deadlines and collaborate effectively with cross-functional teams.

JOB PURPOSE AND RESPONSIBILITY:

This position grows partnerships, positive relationships, awareness and funding in support of the Austin Ed Fund and Austin ISD priorities. The incumbent builds and manages a multi-market fundraising portfolio, oversees end-to-end sponsorship fulfillment across district and Ed Fund channels, and leads donor-centric communications and impact storytelling to maximize external support for Austin ISD students and educators.

ESSENTIAL FUNCTIONS:

Multi-Market Development & Fundraising

- Research, identify, and cultivate donor prospects across all revenue streams, including individual giving, corporate partnerships, sponsorships, annual appeals, major gifts, and foundation opportunities.
- Manage a dynamic portfolio of prospects and donors through every stage of the development cycle (identification, cultivation, solicitation, and stewardship).
- Support proposal, pitch deck, and appeal development for corporate, foundation, and individual funding campaigns.

- Partner with district leaders, department heads, and campus staff to align community support with key district funding priorities.

Sponsorship Fulfillment & Benefits Execution

- Serve as the primary operational lead for the end-to-end execution and tracking of all sponsor recognition and partnership agreements.
- Manage social media sponsor callouts, tags, dedicated posts, and digital partner spotlights.
- Coordinate print, digital, and logo recognition across all Ed Fund collateral, newsletters, annual reports, press releases, and websites.
- Support on-site sponsor activations, VIP hospitality, and benefit delivery for Ed Fund events (e.g., *Inspire the Future* Luncheon) and district-wide programs.
- Produce customized post-campaign impact and fulfillment reports for donors and sponsors.

Communications, Marketing & Impact Storytelling

- Craft compelling donor communications, including newsletters, appeal letters, campaign messaging, impact briefs, and personalized stewardship updates.
- Gather stories, data, and testimonials from schools, teachers, and student programs to highlight the tangible impact of donor dollars.
- Maintain brand integrity and consistent messaging across all external print and digital touchpoints.

Operations, Events & Systems

- Maintain accurate donor records, pledge tracking, tax acknowledgments, and touchpoints within Salesforce/CRM.
- Represent the district and Austin Ed Fund at public events.
- Perform other duties as assigned to support department priorities.
- Provide an exceptional customer experience for all AISD stakeholders with intentional and professional practices that promote a culture of respect.

OTHER DUTIES AS ASSIGNED:

Perform other related duties as assigned; however, all employees are expected to comply with lawful directives in rare situations driven by need where a team effort is required.

PHYSICAL EFFORT AND WORK ENVIRONMENT:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. This position may involve rare exposure to blood or body fluids. Regular attendance is

required for this position.

Tools/Equipment Used: Standard office equipment including computer and peripherals

Posture: Frequent standing, kneeling/squatting, bending/stooping, pushing/pulling, and twisting

Motion: Repetitive hand motions, frequent walking, grasping/squeezing, wrist flexion/extension, and overhead reaching; frequent driving

Lifting: Frequent moderate lifting and carrying (15–44 pounds)

Environment: **S**tandard office setting, occasional prolonged hours; frequent districtwide travel

Mental Demands: Maintain emotional control under stress; work with frequent interruptions

PERSONAL WORK RELATIONSHIPS:

Incumbent reports directly to the appropriate supervisor of the department to provide information and status reports and/or receive instruction and guidance. The incumbent receives general direction from the supervisor. Work is guided by established policies and discussed with supervisors as needed. The supervisor evaluates work for the overall impact on the program.

The Austin Independent School District provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

I have read & acknowledged the job description above.

Employee Signature:		**Date:**	