



**Job Description:** Artist Boat, Inc.  
**Title:** Development Coordinator  
**FLSA Status:** Salaried Exempt  
**Reports to:** Executive Director  
**Growth Potential:** Development Manager

***This is an immediate hire position.** Please email complete application package (including cover letter, resume, college transcript, and three professional references) to [executive.assistant@artistboat.org](mailto:executive.assistant@artistboat.org). Artist Boat will interview qualified applicants prior to end date of applications to expedite the hiring process. Applicants will be notified of receipt of full applications only. Application package may also be mailed Artist Boat at 13330 Settegast Road, Galveston, Texas 77554.*

**Essential Function:** The primary function of this position will be to plan and execute fundraising events, annual appeals, land acquisition campaigns, and donor stewardship management that results in increased donor recruitment and retention. This position reports to the executive director and will focus on collaborative efforts to increase donor recruitment, retention, and increased giving from donors with assistance from the board of directors, staff members, and volunteer committees. The position will be responsible for donor database management and donor stewardship cycles that meets the best practices in philanthropy. Together with the Executive Director this position is responsible for managing a portfolio currently of \$400,000 to \$650,000 in donations from individuals, fundraising events, appeals, and foundation grants. A primary goal will be to remove the Executive Director from day-to-day management of donor stewardship and acting as the primary development officer.

**Key Responsibilities:**

- Team lead for Artist Boat's annual fundraising events and activities engaging individual, foundation, and corporate/business donors.
- Implement, manage, and deliver donor stewardship utilizing the tools of a donor database connected to accounting software to rapidly thank donors, provide tax letters, and coordinate special thank you calls and/or letters from the Executive Director and Board Members on a weekly cycle.
- Implement, manage, and deliver two annual appeals (April/May and November/December) utilizing segmented lists by donor and new donor, customized fields to increase donations by percentage amounts, and by signatory of "friends" with the Artist Boat board and Executive Director.
- Assist with implementation and delivery of Float the Boat annual "gala" event with a focus on sponsorship, live and online auction items, and volunteer committee engagement.
- Implement, manage, and deliver special campaigns and events for land acquisition from private donors and foundations in collaboration with the Executive Director to achieve the full vision of conserving 1,400 acres on West Galveston Island.
- Assist with implementation and delivery of key celebrations.
- Scaffold and support the Executive Director, Board of Directors, and staff in efforts to properly protect Galveston Island treasures of wildlife and wildlands that are under threat of permanent loss and in efforts to increase environmental literacy among K-Grey learners.
- Increase and assure Artist Boat has internal capacity to steward financial processes and the donor funds and donors.
- Utilization of social media and newsletter and/or digital tools for development purposes.
- Participate in committees and meetings as required to fund and friend raise.
- Assure that meetings with key stakeholders occurs at the convenience of the donor or potential donor with the Executive Director or others as required.



- Collaborate with the Executive Director to develop an annual development plan corresponding with a budget; monitor progress against goals and produce a monthly report on development progress and outcomes.
- Responsible to create or update SOP's for donor development, stewardship, and database management
- Responsible for reviewing and reporting on how many new donors are achieved and how many are converted to second donors from the Be One In A Million Campaign, the percentage increase in donation by retained donors, and increased engagement of donors in events across Artist Boat's year (Float the Boat, Adventures, Volunteer events, Big Sit and Birding Events, Sea Citizen, and more)
- Assist with recruitment of volunteers

Qualifications:

- Bachelor's degree, with a minimum of three years of donor stewardship and fundraising experience, relevant project management experience, and advanced technical skills with managing donor databases.
- Previous nonprofit professional experience, including prior experience in a key development or leadership role, in major donor fundraising and/or donor relations or equivalent development experience.
- Proven track record of success in developing and implementing fundraising materials and/or written strategies documents (plans, campaign letters or materials, corporate or foundation proposals, or direct mailers).
- Experience and proficiency in working with donor database management systems.
- Demonstrated ability to meet deadlines; adapt to change in a fast-paced work environment; and give attention to detail while working on multiple projects.
- Ability to think creatively, analytically, and take initiative.
- Strong administrative, organization, and time management skills.
- Proficiency in Microsoft Office Suite (word, excel, mail merge, and letter formats), Excel, Outlook, CRM's (Bloomerang), Social Media, Newsletter software, and Donor Advised Portals
- Awareness of working a culture of philanthropy in the greater Houston-Galveston region.
- Ability to work in a team or solely as a work task requires and coordinate with different departments.

This is a full-time salaried exempt position located in Galveston, Texas at Artist Boat's headquarters. Nights and weekends required to meet with committees, oversee fundraising events, and represent Artist Boat at partner events. Salary is commensurate with experience and qualification ranging between \$60,000 and \$75,000 annually (based on years of experience and demonstration of work products). Excellent benefits, including medical insurance (Artist Boat pays \$315 toward policy of premiums for staff), dental and vision, Life insurance and short/long term disability, PTO accrual, paid holidays, and paid birthday, and an IRA retirement plan with a 3% match from company.

*Artist Boat is a 501(c)(3) organization whose mission is to promote awareness and preservation of coastal margins and the marine environment through the disciplines of the sciences and the arts. Our brand promise is that we protect our Gulf Coast through land conservation, fun, educational, inspiring adventures that spark creativity, awareness, and action such as exploring nature and creating eco-art. Artist Boat is achieving its full vision to conserve 1,400 acres on west Galveston Island and to establish the first nationally significant Gulf Coast environmental education center.*



13330 Settegast Road | Galveston, Texas 77554  
artistboat.org | [info@artistboat.org](mailto:info@artistboat.org) | 409-632-0388

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Inspiration and education through unique coastal experiences

Artist Boat is an Equal Opportunity Employer