



## **DEVELOPMENT & EVENTS COORDINATOR**

### **Full-time position at the Cibolo Center for Conservation in Boerne, Texas**

The Cibolo Center for Conservation's mission is the conservation of natural resources through education and stewardship. We provide programming for children, youth, adults and families while protecting and managing 160-acres of natural areas.

### **SUMMARY**

The Cibolo seeks a Development & Events Coordinator who will enhance the Cibolo's membership program and manage and execute community, donor and special events to advance the mission of the organization. The Development & Events Coordinator plays a primary support role for a fast-paced Development office that is charged with meeting financial goals through a robust fundraising program that includes major gifts, memberships and annual donations as well as community and special events. The Development and Events Coordinator will support the recruitment, renewal and stewardship of the Cibolo's donors and members. This position will also carry out a range of event planning and management activities to support the Development department and the overall organization.

The Development & Events Coordinator will report to the VP of Development and work in collaboration with all departments across the Cibolo.

### **RESPONSIBILITIES & EXPERIENCE:**

- Bachelor's degree (or higher) in closely related field and at least 4 years' experience in a nonprofit and/or event management role preferred.
- Strong customer service and interpersonal communication skills with the ability to interact with a variety of community stakeholders including staff, Board members, businesses, community members, etc.
- Under the supervision of the VP of Development, manage solicitations including acquisition, renewal and special appeals for the Cibolo's membership program in relation to rentals, business memberships and future opportunities.
- Plan and manage events that further the connection of donors and the community to the organization. Event management includes an annual gala, luncheons, community events, dinners, tours and more.
- Manage the coordination and booking of rental events at the Cibolo's two campuses with special focus on creating access and awareness to current members and cultivating external relationships and partnerships with the Cibolo.
- Work with the Development staff to manage, track and report on member and event data.
- Exceptional organizational and time management experience
- Experience or understanding of fundraising, development or membership efforts in a nonprofit is a plus.
- High-energy, creative, innovative leader who enjoys a challenging growth-mindset.
- Availability to work weekends and evenings for programming and special events as needed.
- Knowledge of Microsoft Office programs including Word, Excel, Outlook, PowerPoint, etc.
- Exhibit a commitment to the values and mission of the Cibolo.
- Strong project management skills with ability to work independently with limited supervision, meet deadlines, anticipate quickly changing needs, and exercise good judgment
- OTHER DUTIES AS ASSIGNED.



**QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily in a fast-paced environment with competing priorities. A strong attention to detail and the ability to work under pressure with frequent interruptions is critical. Must have the ability to work effectively as a team player, as well as independently. Must also be able to lift 25lbs and be comfortable in outdoor settings. Due to the nature of database information, a high level of discretion is required.

**APPLICATION:**

Position will remain open until filled. Please submit a letter of introduction and a current resume to: [hr@cibolo.org](mailto:hr@cibolo.org) with *Development and Events Coordinator* in the subject line.