



**Organization:**

Located in Austin, Texas, **Shoal Creek Conservancy (SCC)** is a 501(c)(3) nonprofit organization established in 2013 with the mission of championing the 13-square-mile Shoal Creek watershed and the creek and trail running through it. We engage in thoughtful public and private partnerships, lead fun and meaningful programming and advocate for improvements that make Shoal Creek and the Shoal Creek Trail safer, more accessible and more inspiring for all Austinites. For more information, please visit [www.shoalcreekconservancy.org](http://www.shoalcreekconservancy.org).

**Contract Description:**

SCC is seeking an experienced development professional to conduct corporate sponsor outreach, fundraiser promotion and other development tasks through the end of Shoal Creek Conservancy's Fiscal Year 2023.

**Contract Duration:**

April 3rd - September 29th, 2023

**Roles & responsibilities:**

- Work alongside & report to the Executive Director on development planning and outreach
- Solicit corporate sponsors in relation to the annual Shoal Creek Social and other corporate sponsorship opportunities
- Assist in coordination and promotion of annual Shoal Creek Social event
- Coordinate with Programs Manager to implement donor recognition in social media/newsletter
- Manage time worked to not exceed the total compensation for the contract before 9.29.23
- In person attendance for special events, such as the Shoal Creek Social and other fundraising events

**Compensation:**

\$10,000 total for 26 weeks at an average of 10 hours per week. Some weeks will require additional hours. These will be communicated and scheduled in advance.

**To Apply:**

Please submit a letter of interest via email, resume and a list of three references to Ivey Kaiser at [ivey@shoalcreekconservancy.org](mailto:ivey@shoalcreekconservancy.org) no later than March 26, 2023.

Please include "Development Contract Proposal" in the subject line.