



Development Specialist

Posting Open until September 20, 2026

When applying for a position with TEXSAR, please submit your **cover letter and resume to Careers@TEXSAR.org**. **Include with the position of interest in the subject line.** Applicants will be screened throughout the recruiting period. Applicants must be able to pass a thorough background check.

Location: San Marcos Texas; in office with the potential for hybrid

Job Type: Full-Time, Salary-Exempt

Salary Range: Commensurate with experience

Schedule: M-F 8:00 AM – 5:00 PM, with some evening/weekend availability

Travel: Central Texas area as needed

Background Check: Required

Position Summary

The Development Specialist is a key member of TEXSAR's development team, providing donor database management, communications, events, and prospect research support that powers the organization's fundraising strategy. Reporting to the Director of Development and collaborating closely with the Chief Advancement Officer, this role is central to TEXSAR's strategic expansion of its fundraising efforts and directly supports the organization's ability to sustain its rapid growth in membership and mission response capacity.

Essential Duties and Responsibilities

Donor Database & Gift Management

- Maintain accurate, up-to-date donor and supporter records in TEXSAR's CRM/donor management database.
- Process gifts and pledges promptly, ensuring accurate coding, batching, and reconciliation with finance records.
- Generate and send timely, IRS-compliant tax-acknowledgment letters and gift receipts.
- Support donor stewardship by tracking touchpoints, flagging upcoming outreach, and scheduling stewardship activities such as calls, notes, and recognition.
- Run donor and gift reports to support fundraising analysis, board updates, and campaign tracking.

Communications & Writing

- Draft compelling appeal letters, email campaigns, and year-end giving communications.
- Write and design donor impact reports that translate mission outcomes into donor-friendly storytelling.
- Research, draft, and help submit grant proposals, letters of inquiry, and grant reports in partnership with the Director of Development.
- Create and schedule development-related social media content and website updates to support fundraising campaigns.

Event Support

- Assist in planning and executing TEXSAR fundraising events, including galas, community outreach campaigns, and third-party fundraisers.
- Support post-event follow-up, including thank-you communications and donor stewardship tied to event participation.

Prospect Research & Cultivation

- Identify and research prospective individual donors, corporate sponsors, and grant-making foundations aligned with TEXSAR's mission.
- Compile prospect profiles and briefing materials to support cultivation and solicitation by development and executive staff.
- Monitor giving trends and philanthropic news relevant to TEXSAR's fundraising priorities.

Qualifications

Required

- 1–3 years of experience in administrative, customer service, or nonprofit fundraising/development work.
- Strong written and verbal communication skills, with the ability to write persuasively for a variety of donor audiences.
- Excellent organizational skills and high attention to detail, with the ability to manage multiple projects and deadlines simultaneously.
- Familiarity with CRM or donor management database software.
- Proficiency with standard office software (e.g., Microsoft Office or Google Workspace).
- A collaborative, mission-driven approach and genuine alignment with TEXSAR's values of service, readiness, and community.
- Ability to pass a thorough background check.

Preferred

- Direct experience with Virtuous CRM.
- Experience building or managing automated donor workflows in Virtuous.
- Experience with digital and peer-to-peer giving platforms.
- Experience working on a development team during a period of organizational growth or expansion.
- Bachelor's degree in a related field, or equivalent professional experience.

Working Conditions & Physical Requirements

This is an in-office position with potential for hybrid based primarily out of TEXSAR's office in the San Marcos, TX area, with occasional travel within Central Texas required for events, donor meetings, and organizational activities. Some evening and weekend work is required to support fundraising events and time-sensitive donor communications. Reasonable accommodations can be provided to enable individuals with disabilities to perform the essential functions of this role.

Compensation and Benefits

TEXSAR offers a competitive salary commensurate with experience, along with a benefits package to be outlined by Human Resources (e.g., health insurance, dental insurance, vision insurance, paid time off, and retirement contributions where applicable). The salary range above reflects current market benchmarks for comparable nonprofit development roles in the Central Texas region.

Equal Opportunity Statement

TEXSAR is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, veteran status, or any other status protected by applicable law.

Position Acknowledgment

This job description describes the general nature and level of work performed in this position. It is not intended to be an exhaustive list of all duties, responsibilities, and qualifications. The incumbent may be required to perform other related duties and responsibilities as assigned. TEXSAR reserves the right to modify, add, or

remove duties and responsibilities as needed. This job description does not constitute a contract for employment and employment remains at-will.