



EMPLOYMENT OPPORTUNITY ANNOUNCEMENT

POSITION TITLE: Regional Development Coordinator

POSITION LOCATION: Remote but expected to be in New Braunfels TWA HQ multiple times a month.

SALARY: Competitive compensation commensurate with experience (plus benefits)

GENERAL POSITION DESCRIPTION: The Regional Development Coordinator is responsible for volunteer recruitment and communication, organizing and servicing all TWA fundraising committees and fundraising events/activities. The Regional Development Coordinator reports to the Director of Development & Operations.

JOB DUTIES AND RESPONSIBILITIES INCLUDE:

- Responsible for maintaining and growing a diverse portfolio of regional development activities (minimum of 12 per year) across the state including, but not limited to, one annual event per region which prioritizes recruitment of new members and engagement of existing members.
- Ensure timely and professional communication with volunteers, members, prospects, peers, supervisors, and headquarters personnel.
- Acts as a representative of the organization to promote TWA, its programs, and mission to TWA members, within local communities, social media, and other organizations.
- Responsible for solidifying and growing new fundraising & engagement opportunities, through volunteer recruitment and relationship building.
- Ensures compliance with TWA established operating and reporting procedures for activities.
- Responsible for maintaining accurate volunteer and regional contact information in TWA database.
- Produce year over year growth for event net revenue, to include membership, new regional development and maintain an event net efficiency minimum of 50%.
- Secure, safeguard and maintain TWA equipment and properly manage inventory. Includes performing an annual inventory with Supervisor.
- Ensure to project and always maintain professional behavior and appearance.
- Responsible to their respective Supervisor for their goals and objectives including, but not limited to, annual budgeted fundraising and controllable expense levels.
- Attend annual TWA Convention, regional meetings, and training opportunities as necessary.
- Perform other related duties as assigned.

SELECTION CRITERIA:

- Demonstrates presentation, sales, recruitment, interpersonal skills.
- Demonstrates professionalism, diplomacy, and tact to display TWA, its mission, and its initiatives in a positive manner.
- Demonstrates ability to grow Regional Teams and a portfolio of diverse fundraising activities.
- Excellent verbal and written communication skills.
- Excellent interpersonal and customer service skills.

- Excellent sales and customer service skills.
- Excellent organizational skills and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.
- Strong analytical and problem-solving skills.
- Ability to function well in a high-paced and at times stressful environment.
- Proficient with Microsoft Office Suite or related software.

WORKING CONDITIONS:

1. Full Time.
2. Variable working hours, weekends occasionally, minimum 40 hr. work-week.
3. Frequent travel statewide.

PREFERRED QUALIFICATIONS:

1. **Experience:** Minimum of 2 years experience in marketing, sales, management, natural resources, the outdoor/hunting industry, or similar field.
2. **License:** Must possess or be able to obtain a Texas class “C” vehicle operator’s license.

ADDITIONAL REQUIREMENTS:

1. Resumes must be submitted and will be verified by TWA.
2. Must have professional, cooperative, and family-oriented office and public demeanor.
3. At will employment letter must be signed.

FORWARD RESUME TO: Texas Wildlife Association c/o TJ Goodpasture, 6644 FM 1102, New Braunfels, Texas 78132. Email: tjgoodpasture@texas-wildlife.org

AN EQUAL OPPORTUNITY EMPLOYER