**DEVELOPMENT & MARKETING MANAGER**

Keep Texas Beautiful (KTB) is a non-profit organization dedicated to making Texas the best place

to live, work, and play by deploying resources for community improvement projects, clean-ups,

and youth engagement efforts across the state. Through our Keep Texas Recycling program, we

provide assistance and education to support recycling in rural and underserved communities.

Everything we do is focused on mobilizing volunteers to take action by providing them with

tools, resources, and training. Our fieldwork includes research on best practices for litter

reduction along with the development of community programs to prevent the flow of litter to

the Gulf of Mexico.

Founded in 1967, Keep Texas Beautiful’s work is driven by its network of nearly 250 affiliate

communities, volunteers, and supporters that reach 17 million Texans annually. Keep Texas

Beautiful is an affiliate of Keep America Beautiful and is an Equal Opportunity Employer.

**About the job**

As the Development and Marketing Manager, you will apply your expertise in fundraising to sustain and create partnerships in support of KTB’s mission (50% time). You will also ensure effective marketing of our programs (50% time). We are looking for a self-motivated and detail-oriented professional with excellent writing skills who is inspired by our vision to make Texas the best place to live, work, and play.

This is a full-time, permanent, exempt and salaried position based in Austin, TX, with occasional evening and weekend commitments and travel required. The Manager reports to the Director of Marketing and Partnerships. KTB offers a hybrid work schedule with two days a week in the office (Tuesdays and Thursdays). Background check for final candidate required.

**Duties**

* Work closely with the Director of Marketing and Partnerships and the development committee of the board to create and meet the goals of KTB’s annual development plan.
* Sustain relationships with funding partners, including corporate sponsors, foundations, government agencies, and business members; research and cultivate new partners.
* Prepare and manage donor tracking and acknowledgement, recognition, solicitation and stewardship.
* Collaborate with the programs team to promote programs, ensure funding goals are met, develop program metrics, communicate successes, and create new funding opportunities.
* Research and write grant proposals to private funders and government entities.
* Ensure consistent brand articulation of KTB and its programs.
* Develop and manage social media, email, and blog content and calendars.
* Keep stakeholders informed by maintaining the accuracy of information on KTB’s website.
* Handle media assignments, prepare and distribute press releases, respond to media inquiries and editorial requests.
* Participate in planning and execution of the annual conference as part of the staff team.
* Provide reporting and metrics for marketing and communications-based activities.
* Participate in the annual budgeting process.
* Other duties, as assigned by the Director of Marketing and Partnerships.

**Minimum qualifications**

* Bachelor's degree in related field, plus three to five years of experience in communications and fundraising; graduate degree a plus
* Technologically savvy and comfortable learning new systems (Current tech tools include Later, Google Workspace, Excel, Photoshop/Canva, WordPress, Asana, Slack, Little Greenlights, and Salesforce)
* Excellent written and verbal communication skills
* Extremely detail oriented
* Ability to work independently with little supervision
* Excellent project management skills; ability to establish priorities, manage time, and meet deadlines
* Comfortable representing KTB through in-person meetings and public presentations

**Salary**

* $58,000 to $60,000, commensurate with experience

**Benefits**

* Twelve days of vacation on monthly accrual schedule with increases in accrual at two and five years of service; three personal days; two weeks of annual sick leave
* Ten paid holidays in addition to paid week-long shutdown between December 25 and January 1
* Medical coverage including health, dental, vision (KTB pays 100% of employee premium for select plan)
* Optional employee-paid short-term and long-term disability insurance, and health and dependent care flex spending accounts (FSA)
* Monthly $25 cell phone reimbursement
* 403b retirement plan with up to 3% match and immediate vesting

Please submit a cover letter and resume via email to communications@ktb.org with “Development and Marketing Manager” in the subject line.

*Keep Texas Beautiful is committed to creating a diverse environment and is proud to be an equal opportunity employer. We believe that the diversity of the communities in our network is a fundamental strength. We promote an environment where all individuals, including our staff and volunteers, feel a sense of belonging to help create and sustain clean and beautiful communities around Texas. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.*