



**Trinity Park Conservancy**  
**Advancement Manager**  
**Position Description**

The Advancement Manager will support the advancement of Trinity Park Conservancy's mission, philanthropic profile, and fundraising efforts through management of advancement department workflows. This role will be a crucial part of a growing team committed to delivering inclusive public spaces that connect people of all backgrounds to nature and to one another.

**Essential Duties & Responsibilities**

- Advise on and support best-in-class procedures for gift processing, acknowledgements, events, and donor communications. Make recommendations for continuous improvement of donor-centric and community-centric fundraising practices.
- Participate in creation of reports to support department goals, inter-departmental workstreams, and external mission advancement.
- Support the creation of targeted lists and moves management plans.
- Support senior leadership and advancement teammates in the preparation and delivery of best-in-class cultivation, solicitation, and stewardship materials/methods.
- Support in planning and execution of department events, to include occasional nights, weekends, and/or early mornings (with appropriate notice). Attend or support organizational events as needed or as requested by senior leaders.
- Assist in managing department budget and inventory, including collateral packets, correspondence stock, and event materials.
- Advise on and assist in implementing staff-wide culture of philanthropy.
- Contribute to organization-wide equity goals.

**Preferred Background and Skills**

- At least 3 years of relevant experience such as fundraising operations, event management, executive office administration, communications coordination, etc.
- Experience in segmenting lists for targeted messaging.
- Experience working with appeals, campaigns, or event marketing.
- Excellent analytical skills and experience with creating reports for senior staff.
- Knowledge of donor cultivation cycle and donor-centric communications.
- Strong communication skills, both oral and written.
- Strong attention to detail, especially in proofreading.
- Desire to be a flexible team player, with a positive attitude and ability to manage multiple projects at one time.
- A passion for the mission of the Trinity Park Conservancy and the opportunity to be a part of a transformative project for the community.
- Familiarity with Dallas non-profit landscape and philanthropic community a strong plus.



### **Compensation and Benefits**

This position could be a fit for someone new to fundraising but with significant skills and interest in a fundraising career; alternatively, it could be a fit for someone with significant experience in and passion for fundraising operations. A candidate with acceptable qualifications could expect a salary of \$50,000 while a candidate with exceptional qualifications could expect a salary of up to \$80,000 per year. The Conservancy currently bears 100% of employee medical, dental, vision, and long-term disability insurance. Annual professional development budgets are allotted for all staff.

### **About Trinity Park Conservancy**

Currently ten people from diverse backgrounds including Paul Quinn College, Telemundo, SeaWorld, the Atlanta Braves, Dallas ISD, the Federal Reserve, and more. We value integrity, creativity, excellence, positivity, and flexibility. The organization and the team are in a growth phase— in the coming 12-24 months, we anticipate adding more people and meeting milestones which change or increase each department's work. The team is mostly in-person, 9am-5pm, Monday-Friday.

The mission of Trinity Park Conservancy is to champion the transformation of the Trinity River to become the heart of Dallas. With the community, we design public spaces that unite us, that enrich people's lives through access to nature, that create economic development opportunities, and that inspire protection for the river ecosystems in this shared natural treasure.

### **To Apply**

Send us an email via [info@trinityparkconservancy.org](mailto:info@trinityparkconservancy.org) with "Advancement Manager" in the subject line, with answers to the questions below, and your resume (including preferred pronouns) attached.

#### Questions:

- What about this organization interests you?
- What about this job interests you?
- How would you describe your personality at work?
- What type of work environment brings out your most authentic participation, your best ideas, and your highest-quality work?

*Trinity Park Conservancy is an equal opportunity employer and considers applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.*