



Development and Outreach Coordinator

The Austin Diaper Bank is committed to helping families in Central Texas who need diapers, wipes and period supplies. We distribute over 1,200,000 diapers and 400,000 period supplies each year to our partner agencies.

We seek a Development and Outreach Coordinator to join our team of compassionate and driven individuals to help eliminate diaper need. Candidates must have a passion for helping those struggling with basic needs and poverty. 40% of the families served live more than 200% below the poverty line. The Austin Diaper Bank team is committed to helping those families live healthy and vibrant lives.

Essential Duties and Responsibilities

- Coordinate outreach efforts to increase awareness, increase diaper drives, and communicate with various audiences - families served, volunteers, and donors.
- Manage development tasks including donation processing, database management, acknowledgements and other items as needed with opportunity to expand role into stewardship and annual fund over time.
- Implement social media strategy and create monthly social campaigns that align with the needs of the Diaper Bank; Facebook, Twitter and Instagram.
- Manage day to day operational needs within the office including office equipment, supplies, coordination of diaper drop-offs, and inventory support.
- Provide excellent client service by responding daily to email communications and cheerfully greeting all visitors upon arrival at the Diaper Bank.
- Perform administrative work such as monthly reporting, filing, sorting, and distributing mail; assisting with the preparation of correspondence.
- Assist with scheduling volunteers and leading groups as needed.
- Participate actively in the planning and execution of events and fundraisers.
- Participate actively as a member of the team and support the Executive Director as needed.

Qualifications

- Undergraduate degree or equivalent experience - marketing, development, social work, communications, etc.
- Minimum of 1 to 3 years of relevant work experience. Non-profit experience a plus. Equivalent experience such as service, internships, work study apply.
- Conversational Spanish speaker required. Austin Diaper Bank may provide support for improving existing language skills if needed.
- Confidence with database administration, Microsoft Office, Google Drive, and other software programs.
- Physical ability to assist with loading and unloading diapers.



A U S T I N
diaper bank

Strong candidates will have the ability to:

- Hold standard office hours
- Manage multiple projects simultaneously
- Exercise good judgement in prioritizing tasks
- Take initiative to improve systems and processes
- Work collaboratively and independently
- Thrive in a fast-paced, dynamic environment

Details

- Full-Time, 40 hours per week at newly renovated office in North Austin
- Generous paid vacation, paid holidays including extended time at end of year
- Health, dental and vision insurance plans
- Salary: \$37,000 to \$42,000 per year.

Please send a letter of interest, resume and three references with the subject line Development and Outreach Coordinator to: Holly McDaniel, hollymcdaniel@austindiapers.org.

Deadline to apply is November 15 at 5pm. Resumes reviewed as they are received.