

**Program & Development Administrator**  
**Reports to: Program Operations Manager**  
**Start Date: Immediate**  
**Location: Austin, TX**

**OVERVIEW:** The Program & Development Administrator will be responsible for keeping the programs and development team running smoothly by offering support around: customer service, communications, & data and inventory management. The position will also share the responsibility with both the program and development teams in managing all headquarter duties including systems creation, team coordination, and cross-departmental functions.

**DUTIES INCLUDE** (but are not limited to):

### **PROGRAMS**

- Provide superior customer service to all constituents through varied pathways of communication: in person, phone, and email.
- Support constituents in all aspects of program registration, ongoing consistent communication, and finisher data surveys.
- Engage current and future constituents through proactive communications and relationship management
- Work with vendors to assist in programmatic fulfillment of collateral, incentives, and other materials as necessary.
- Assist the Program Operations Manager with research and evaluation projects.
- Successfully adopting programmatic technology, both internal and external.
- Assist the programs team with special projects, as assigned.

### **DEVELOPMENT**

- With assistance from the development team, facilitate, develop, and implement an annual development strategy to achieve associated financial goals for the following priorities:
  - Special Events
  - Individual Giving
  - Corporate and Foundation Giving
- Conduct prospect research for foundation, city, county, state, federal, and corporate grant opportunities.
- Updating, adding, and maintaining donor, member, and prospect constituent records in the database.
- Manage donation and membership acknowledgement process (sending thank you notes, public acknowledge when needed, cultivate the relationship, etc.)
- Assist with coordinating and implementing annual fundraising campaigns including direct mail, email, and telephone.
- Analyze performance of annual giving programs including donor acquisition, retention, and upgrade strategy effectiveness.

- Assist with volunteer recruitment and coordination for key events
- Assist in planning, developing and executing donation and event campaigns

**OUTCOMES:** The Program and Development Administrator will be responsible for achieving assigned organizational outcomes, including the development and implementation of tactics used to achieve these outcomes.

### **VALUES AND CHARACTERISTICS**

- Passionate about personally pursuing a healthy lifestyle
- Personable, adaptable, and comfortable in an extremely fast-paced and outcome driven work environment
- Comfortable learning new technology systems
- Understands the importance of data integrity
- Well-spoken and articulate through both written and verbal communication
- Enjoys being creative
- Is service-minded and a team player
- Ability to take direction and realize others' ideas
- Confident and self-starter
- Must be able to manage multiple projects at once

### **OTHER**

- Candidate must have a bachelor's degree
- Ability to work pre-dawn and late night hours, as well as several Saturdays a year, in various weather conditions
- Spanish a plus

### **SALARY**

- \$28,000-\$32,000 depending on experience

### **APPLY**

Applications will be accepted until the position is filled. To be considered, please submit your resume and cover letter to [programs@marathonkids.org](mailto:programs@marathonkids.org).