

JOB POSTING: EXECUTIVE ASSISTANT AND DEVELOPMENT COORDINATOR

Humanities Texas seeks to hire an Executive Assistant and Development Coordinator.

As the state affiliate of the National Endowment for the Humanities, Humanities Texas is a mission-driven not-for-profit organization that conducts and supports educational programs across the state for people of all ages.

The Executive Assistant and Development Coordinator will support the Executive Director and Board of Directors, coordinate events and meeting logistics, coordinate administration of the organization's fundraising efforts, help steward donors, and conduct early-stage research on private funding. The position also includes some program responsibility.

The Executive Assistant and Development Coordinator will report to the Executive Director while working closely with other Humanities Texas staff. They should be highly organized and efficient; able to work independently and as part of a team; comfortable working with a broad spectrum of people; and able to communicate effectively across programs and with board members, donors, and other organizational contacts.

Humanities Texas is open Monday through Friday, 9:00 a.m. to 5:00 p.m. The Executive Assistant and Development Coordinator will work onsite at our Austin office, though we do offer some remote work flexibility.

The position requires occasional weekend work; in-state travel; and, at peak periods, support of other Humanities Texas programs.

ESSENTIAL DUTIES

Board of Directors support (about 25%)

- Plan and manage details of full board and committee meetings.
- Prepare and distribute agendas, board packets, and supporting materials on deadline.
- Take and draft minutes for review; maintain the official record of board actions, attendance, and signed policies.
- Track board terms, contact information, conflict of interest disclosures, and annual giving.
- Coordinate travel, meals, and lodging for board members.
- Support management of the board alumni network.

Executive Director support (about 25%)

- Provide general administrative support to the Executive Director.
- Keep key contacts current.
- Prepare correspondence, reports, and presentation materials.
- Keep files organized and in line with the organization's records retention schedule.

Donor and development support (about 40%)

- Gather and organize data for the annual fund, including giving history, lapsed donor lists, and appeal results.
- Coordinate annual print and electronic solicitations for the annual fund and track responses.
- Support the Executive Director in drafting and distributing routine advancement communications, such as appeal letters, donor updates, and event invitations.
- Prepare briefing materials and meeting packets to support donor cultivation.
- Draft and send timely, personal donor thank-you letters and gift acknowledgments.
- Serve as a point of contact for donors and supporters at events and in routine correspondence.
- Maintain the grant submission and reporting calendar, tracking deadlines, requirements, and attachments.
- Assist with grant proposals by gathering program data, budgets, and attachments, formatting drafts, and assembling final submissions.
- Do basic research on private foundations and corporate funders, including deadlines, giving priorities, and eligibility.
- Manage the advancement database, including gift entry, data input, and upkeep of current and prospective donor information.
- Maintain records and informational materials for the planned giving program.
- Maintain inventory of letterhead, business cards, envelopes, and advancement materials (e.g., donor acknowledgment cards, pledge forms, and gift envelopes).

Program support (about 10%)

- Assist Humanities Texas programs as needed, including the Outstanding Teaching of the Humanities Awards.
- Help with teacher institutes and other council programs during peak periods.
- Perform general administrative responsibilities and other related duties as assigned.

REQUIRED QUALIFICATIONS

- Bachelor's degree, or equivalent combination of education and experience.
- Two or more years of administrative, event, or nonprofit support experience.
- Strong writing skills, with a sample of professional correspondence available on request.
- Comfort with Microsoft 365, a donor or CRM database, and basic spreadsheets.
- Ability to handle confidential information about board members and donors with discretion.
- Ability to lift up to 20 pounds, with or without accommodation, for event setup.

PREFERRED QUALIFICATIONS

- Experience supporting a board of directors or senior executive.
- Experience with donor acknowledgment, gift entry, or prospect research.
- Interest in the humanities, history, literature, or public education in Texas.
- Familiarity with nonprofit procurement or purchasing procedures.

SALARY AND BENEFITS

Annual salary of $50,000–55,000 commensurate with experience.

This full-time position features an excellent benefits package, including medical, dental, life, and disability insurance and a 403(b) retirement plan.

HOW TO APPLY

Please indicate your interest with a cover letter, resume, and the contact information of three professional references. In your cover letter, please tell us why you would be the ideal candidate for this position. Please email materials (all in PDF format) to jobs@humanitiestexas.org and specify “Executive Assistant and Development Coordinator” in the email subject line.

Humanities Texas is an equal opportunity employer.

Posted October 23, 2026; open until filled.

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