



GALVESTON BAY FOUNDATION

PROTECT TODAY. PRESERVE TOMORROW.

About Us:

Galveston Bay Foundation (GBF) is a nonprofit organization that has worked for 39 years to preserve and enhance one of the world's most productive estuaries—Galveston Bay—as a healthy and productive place for generations to come. We have diverse programs in land preservation, habitat restoration, water quality and quantity, youth education, and advocacy. To learn more about GBF, please visit www.galvbay.org or find us on social media.

- Position Title:** Development Assistant
- Classification:** Part-time, as needed basis
- Compensation:** \$20 per hour with a flexible hybrid work schedule

Summary:

This is an opportunity for a highly organized, detailed-oriented individual to support the Development team with our donor acknowledgement process and various administrative tasks. This role is essential in ensuring accurate donor records, timely gift processing, and meaningful donor stewardship. The ideal candidate is a self-starter that thrives in structured systems and is motivated by the generosity of our donors that make our work possible.

Key Responsibilities:

- Gather electronic fund transfer (EFT) data for all incoming gifts and accurately enter gift information into the donor database (Raiser's Edge)
- Process weekly gift reports and ensure proper documentation
- Generate, print, and prepare weekly donor acknowledgment letters for mailing
- Maintain and update donor records, including database edits and data integrity
- Assist with development team administrative tasks as needed
- Assist with special events (Gala, Bike-Around the Bay, Houston Oyster Fest)

Key Qualifications:

- Strong time management and organizational skills to work within tight deadlines
- Excellent computer skills (MS Office Programs) including typing and formatting of letters
- Excellent verbal and written communication skills
- Strong analytical skills, detail-oriented and discretion are required
- Experience with Raiser's Edge or similar donor database management systems is preferred
- Must be able to work well both independently and in a team environment
- Hybrid work is allowed but a flexible schedule is a must.



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The position will remain open until filled. Only qualified applicants will be considered. To apply, email [cover letter and resume](#) to jobs@galvbay.org. Please reference position title in subject line of email.

Galveston Bay Foundation respects and values the differences of people and actively works to ensure fair and equal treatment of our employees and constituents regardless of differences in race, ethnicity, religion, sex, age, marital status, veteran status, sexual orientation, disability, political affiliation, or any other protected characteristic.