

Title: **Development Coordinator**
Reports to Development Sr. Manager
Location Greater Houston Chapter (Southern Texas Chapter)
Date November 2025
Salary range: \$60-\$62K
Where to apply: [Breakthrough T1D Careers](#)

About Breakthrough T1D:

As the leading global type 1 diabetes research and advocacy organization, Breakthrough T1D helps make everyday life with type 1 diabetes better while driving toward cures. We do this by investing in the most promising research, advocating for progress by working with governments to address issues that impact the T1D community, and helping to educate and empower individuals facing this condition.

Summary:

The Development Coordinator (DC) at Breakthrough T1D is integral in the day-to-day execution of fundraising event efforts to support our organizational strategy and mission. Their relationships with constituents and donors on behalf of Breakthrough T1D will ensure the expansion of our reach to support maximum chapter and event growth to further our mission. The Development Coordinator role focuses on relationship building with donors and fundraising volunteers within their assigned event portfolio, driving impact and strengthening both donor and volunteer impact resulting in increased revenue and results.

This individual is a high-energy team player who can effectively bring the mission to life within the community through collaboration, cultivation, inspiration, and engagement. They will implement activities to support organizational strategies through their assigned event revenue portfolio to drive optimal results and actively demonstrate and promote enterprise-wide mindsets.

As one of the top performing chapters in the country, the Southern Texas territory includes Greater Houston, Greater Austin, and South Central Texas/San Antonio, and plays a vital role in the organization's success. The Southern Texas territory has 16 staff, three Chapter Boards and nine events collectively driving over \$11 million in total net revenue.

We have a hybrid work schedule, in office two days a week and working remotely and in the field three days a week.

Key Responsibilities:

Fundraising & Engagement – 60%

- Implement revenue and engagement plans that drive new levels of performance and year-over-year growth in the chapter. This includes driving individual and corporate supporter growth within assigned event portfolio.

- Responsible for achieving personal event revenue goals and supporting the achievement of overall event, and ultimately chapter revenue and engagement goals.
- In collaboration with chapter partners, implement annual strategies that will drive growth of assigned event portfolio donor engagement and stewardship at the event level.
- Implement stewardship strategies of all event supporters that align to program standards; ensuring they are done timely and consistently throughout the year.
- Deploy tactics and strategies within event portfolio that drive foundation and pipeline building activities in support of long-term success of organization.
- Implement strategies to retain, acquire and activate supporters in events that will ensure fundraising, and participation goals are met for current and future activities.

Volunteer Management – 20%

- Ensure meaningful engagement of volunteers at all levels and engage in good working relationships with key volunteer partners.
- Partner with volunteer leadership to solicit funding and other support from individuals, corporations, foundations and other sources of funding and/or influence.
- Manage year-round youth Ambassador program for Greater Houston Chapter focused on volunteerism, education and fundraising.

Awareness – 10%

- Support and maintain the vision, mission, and priorities of Breakthrough T1D.
- Demonstrate an educated and enthusiastic understanding of Breakthrough T1D's mission and research therapeutics. Promote mission engagement opportunities throughout the community in the areas of research, advocacy, and community engagement and clinical trials.
- Represent the interests, professionalism, and integrity of Breakthrough T1D in all activities and relationships through a commitment to organizational standards and leadership by personal example.

Administration and Management – 10%

- Maintain departmental and organization-wide policies and procedures
- Develops expertise in fundraising management platforms, as appropriate.
- Support event logistics as needed to ensure successful and smooth event experiences for volunteers and event participants.

Requirements:

- 2+ years of fundraising experience, with a clear record of achievement in a complex, mission-driven organization with revenue responsibilities more than \$250k; experience working directly in large scale events (walk, gala, etc.). Demonstrated experience in cultivation and on-going stewardship of donors and supporters.
- Experience partnering with strong and active volunteers, including working successfully with a large network of passionate volunteers.

- Demonstrate a high degree of energy, integrity, courage, empathy, and creativity. A team player who can achieve individual objectives and support those of the entire chapter team.
- Proven ability to successfully manage various event details, timelines, and skilled in efficient time management. Able to meet deadlines under pressure.
- Ability to be an enthusiastic spokesperson/representative of Breakthrough T1D's mission. Clear communicator with ability to inspire others to engage and support an organization's mission.
- College degree or equivalent combination of education and experience.
- Ability to travel locally required. Evening and weekend work as needed.
- **P2P**
 - Provide 1:1 coaching of fundraising best practices with event participants; elevate fundraising activation
 - Help develop and implement recruitment and fundraising engagement events that will lead to increased participation and fundraising activation.
 - Help activate event sponsors and corporate teams to drive greater awareness and revenue for Walk
 - Provide general administration and logistical support for Houston Walk
- **Signature Event**
 - Secure and retain sponsors and participants for new corporate focused fundraising event
 - Recruit and partner with leadership volunteers to plan, fundraise, and execute corporate event.
 - Develop and implement stewardship strategies for all sponsors and participants.
 - Manage administrative and logistical aspects of event.