



COLORADO RIVER ALLIANCE

## Development & Communications Assistant

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**Job Title: Development & Communications Assistant**

**Date: July 2026**

**FLSA Status: Part time, Non-exempt**

**Pay Range: \$20/hr; 20-25 hours per week.**

This part-time position is not eligible for benefits. Hours may vary based on organizational needs, seasonal programming, and event schedules.

### **About Colorado River Alliance:**

Vision: A day when the Texas Colorado River is valued and protected by all.

Mission: To champion the long-term vitality of the Texas Colorado River.

Purpose: Reach every Texan with a message of the River's importance.

### **POSITION DESCRIPTION**

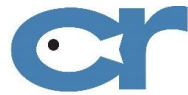
The Development & Communications Assistant plays an important supporting role within a growing, mission-driven organization. This position supports the implementation of the Alliance's fundraising and communications strategy during an exciting period of organizational growth, guided by a strategic plan and a deeply engaged community of supporters.

You will thrive in this role if you are detail-oriented, organized, and eager to gain hands-on experience across nonprofit development and communications. This is an excellent opportunity for a professional looking to build foundational skills in donor engagement, data management, and digital communications while contributing meaningfully to the organization's impact.

The Development & Communications Assistant reports directly to the Development & Communications Director and works collaboratively with Alliance staff and volunteers to advance the organization's mission and strengthen relationships with supporters. This role offers opportunities for professional growth in nonprofit development and communications.

### **JOB RESPONSIBILITIES**

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- Support the implementation of the Alliance's communications efforts. Activities include:
  - Assist in developing and executing communications campaigns, including monthly newsletters, digital and print solicitations, and social media content (Instagram, Facebook, LinkedIn)
  - Maintain and update the Mailchimp subscriber database, including list segmentation and targeted communications
  - Support analysis of email and social media performance metrics to inform future outreach strategies
  - Capture content (photos, videos, and stories) to highlight the Alliance's programs and impact
  - Coordinate with staff to ensure consistent branding, messaging, and outreach across all platforms.
  - Assist with updates to the Alliance website and other communications platforms as needed.
  
- Support development administration and donor engagement efforts. Activities include:
  - Help enter and maintain accurate donor and gift data in eTapestry, ensuring strong data integrity and organization.
  - Prepare and send timely donor acknowledgements, including thank-you letters and receipts.
  - Assist with donor and volunteer communications to support recruitment, engagement, and stewardship.
  
- Provide support for events and fundraising activities. Activities include:
  - Assist in coordination and execution of events such as River Society gatherings, community volunteer events, and Cocktails for the Colorado.
  - Support event logistics including RSVP tracking, vendor coordination, and in-kind donations.
  - Assist with outreach to local businesses for sponsorships and contributions.
  - Contribute to event-related communications and materials development.

#### **GENERAL ALLIANCE RESPONSIBILITIES**

- Support Alliance staff during “all hands-on deck” programs, like the Annual Lake Travis Underwater Cleanup and annual fundraising event, Cocktails for the Colorado.
- Represent the Alliance to the public and help spread the message and mission.
- Provide general administrative support as needed in a small office environment, including basic office coordination tasks.



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- Take on non-traditional development tasks as needed, such as running errands for events, assisting with creek clean-ups, participating in outdoor recreational programs, etc.

## **KNOWLEDGE, SKILLS, AND EXPERIENCE**

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- Bachelor's degree or equivalent experience in communications, nonprofit development, event coordination, or a related field.
- Experience managing social media platforms and creating content; familiarity with Mailchimp and Canva preferred.
- Working knowledge of e-Tapestry or other CRM/ contact database.
- Strong organizational skills, attention to detail, and ability to manage multiple tasks.
- Excellent written and verbal communication skills and strong interpersonal abilities.
- Passion for the CRA mission and a love of Texas natural resources and waterways.
- Professional demeanor, stellar communication skills, demonstrated integrity, and excitement for both teamwork and individual accountability.

*The Colorado River Alliance is committed to providing a non-discriminatory employment environment for its employees. As an Equal Opportunity Employer, we do not discriminate based on age, religion, gender identity, sexual orientation, ethnicity or national origin, socioeconomic class, or physical impairments.*

*This position requires occasional in-state travel, some nights and evening work, and occasional lifting of objects up to 40 lbs.*

*Please email a letter of interest, your resume, and three references, to Christine Herlin at [christine@coloradoriver.org](mailto:christine@coloradoriver.org). Please put Development & Communications Assistant Application in the subject line.*

*Applications will be reviewed as they are received, and the position is open until filled.*