



**Job Title:** Development Associate

**Reports to:** Director of Development

**Salary Range:** Commensurate with Experience

**FLSA Status:** Exempt

**Job Location:** Austin, TX

**Work Week:** Fulltime; 40 hours, M-F, with some weekends/evenings as needed

## **SUMMARY**

The Development Associate is responsible for coordinating fundraising events and assisting with the activities as set forth in the organization's development plan. The Development Associate works in concert with a variety of internal and external stakeholders, vendors and donors to achieve the organization's goals for contributions from individuals, foundations, corporations, and other sources of support. Development Associate reports directly to the Director of Development and assists the Executive Director in fundraising activities.

## **ESSENTIAL DUTIES**

- Work closely with the Director of Development to plan and produce all aspects of fundraising and donor engagement events
- Assist Director of Development with donor cultivation, stewardship, and retention in order to meet ambitious fundraising goals
- Manage organizational database including input of all donations, sponsorships, grants, event ticket purchases, etc.

## **Event Responsibilities**

- Negotiate and manage contracts related to fundraising events
- Work with caterers and florists to plan menus, event design concepts and production of events
- Coordinate with and support event sponsors, vendors, donors and volunteers, as directed by Director of Development
- Submits event material requests according to pre-set deadlines to the Director of Communications and PR including but not limited to: event mailings, fact sheets, reply forms, solicitation letters, save-the-dates, invitations, and programs
- Work with the Finance Manager to track gifts and follow-up to confirm support
- Facilitate data entry of event responses and track event income
- Compile and maintain guest lists for all planning meetings and events
- Maintain event budgets and prepare status reports
- Coordinate volunteers in efforts to identify, cultivate and solicit in-kind auction items and donations for events from individual donors and businesses/corporations
- Document and manage auction item procurement process – picking up items, arranging packages, ensuring a successful auction
- Work with Finance Manager to send invoices for outstanding monies prior to events
- Provide on-site management of events
- Secure bills from all outside vendors for review and payment
- Assist and support all other fund development events as needed

## **Development Responsibilities**

- Assist Director of Development with annual appeals, Amplify Austin, Giving Tuesday, and fundraising campaigns throughout the year

- Effectively communicate with relevant staff regarding status of solicitations and prospects and research on new prospects
- Assist in the full range of day-to-day department operations and assist other team members and team goals as needed
- Respect the confidentiality of all constituents

#### **Database Management Responsibilities**

- Maintain accurate database, including: biographical data, historical data, financial data, stewardship information, relationship links, interest in Con Mi MADRE, donor potential, and communication with Con Mi MADRE staff
- Fulfill data and reporting requests, including the production of targeted donor lists, mailing lists, regular progress reports and extractions of data from the database for analytical purposes
- Provide excellent and timely customer service to external customers who request information including recent and past donations and other donor records as directed by the Director of Development

#### **QUALIFICATIONS, COMPETENCIES AND SKILLS REQUIREMENTS**

- Bachelor's Degree required
- 2-3 years nonprofit fundraising experience required
- Demonstrates a successful, proven track record of managing development events
- Exceptional verbal and written communication skills; communicates clearly, professionally and persuasively
- Exceptional organizational skills
- Ability to effectively manage community volunteers
- Proactive/self-starter who requires minimal supervision and works well under pressure
- Must be able to multi-task and manage many projects simultaneously
- Must exhibit excellent flexibility and work well in a collaborative and team environment
- Must exhibit excellent judgment and problem-solving skills
- Strong results orientation and an ability to take the initiative
- Thinks strategically and creatively
- Manages relationships in a professional and timely manner with internal and external audiences, especially donors
- Must be able to work evening events throughout the year, plus weekends when needed
- Membership in Association of Fundraising Professionals preferred, but not required
- Computer literate in Word, Excel, graphics; fundraising donor database software
- Knowledge of Neon donor database software preferred

#### **HOW TO APPLY**

To apply for this position, email cover letter and resume to [casi@conmimadre.org](mailto:casi@conmimadre.org). You may also mail your information to Con Mi MADRE at 4175 Freidrich Lane, Suite 200, Austin, Texas 78744.