

**POSITION DESCRIPTION**

JOB TITLE:	Associate, Development	STATUS:	Exempt
REPORTS TO:	Deputy Director, Development	HOURS:	Full Time
DATE:	February 2019	DEPT:	Educate Texas

**Educate Texas Vision**

A leading catalyst for progress, Educate Texas, a public-private initiative of Communities Foundation of Texas (CFT), is an innovative alliance of groups that share a common goal: *Strengthen the public and higher education system so that every Texas student is prepared for educational and workforce success.*

**Educate Texas Mission**

Increase postsecondary readiness, access and success for all students by building partnerships, leading innovation and scaling practices and policies.

**Summary**

The Associate, Development will be based in the development department, report to the Deputy Director, Development and work collaboratively with the program and integrated services team to do prospect research, write grants, report on grants, conduct outreach to and support donors in the \$1,000-\$99,000 range. In addition, the Associate will collaborate with personnel at EdTX/CFT to maintain and manage an accurate donor database. This position will be in Dallas.

The development team at Educate Texas is responsible for creating and supporting a comprehensive development plan to support a minimum of \$10MM in annual revenues as well as to collaborate with Communities Foundation of Texas to support donor advised fund growth and program activities.

**Key Responsibilities**

- Focus on prospect research and outreach to foundations and donors
- Work with the program teams to generate funding for supplemental program activities
- Develop and execute a giving program around North Texas Giving Day and year-end
- Support the Deputy Director in the solicitation and stewardship of relationships with donors and prospective donors to reach funding goals, ensure high quality experience, and deep donor engagement
- Steward contributions that have been received by ensuring that acknowledgements are sent promptly and logged appropriately
- Manage our customer relationship management (CRM) system and provide activity reports and lists for outreach
- Work with CFT staff to maintain consistent records across both organizations

**Organizational Responsibilities**

- Provide support for day-to-day operations
- Maintain CRM database and ensure effective utilization
- Support implementation of long-term strategy
- Assist in budget management and analysis and development of communication pieces
- Support preparation of project proposals and reporting



**Qualifications/Skills/Requirements**

- Bachelor's degree
- 2+ years of experience in development or marketing/communications
- Strong project management, time management and organizational skills illustrating ability to pinpoint and prioritize multiple tasks and meet deadlines
- Knowledge of education issues in Texas, as well as on a national level a plus
- Superb proofreading and editing skills
- Proficient with customer relationship management software or databases
- Excellent intrapersonal communications skills and ability to develop productive relationships with a variety of constituents in a variety of positions both internally and externally
- Ability to work independently or as part of a team
- Creative thinker with desire to produce innovative and fresh ideas
- Valid state issued driver's license

**Disclaimer:** The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skills required of all employees within this class.

**Accommodations:** Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

**Send your cover letter, resume, and salary requirements to:**

[careers@cftexas.org](mailto:careers@cftexas.org).