

POSITION DESCRIPTION

JOB TITLE:	Associate	STATUS:	Exempt
REPORTS TO:	Senior Director, RGV FOCUS	HOURS:	Full Time
DATE:	September 2020	DEPT:	Educate Texas/RGV FOCUS

Educate Texas Vision

A leading catalyst for progress, Educate Texas, a public-private initiative of Communities Foundation of Texas, 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.

RGV FOCUS Vision

Our vision is for all Rio Grande Valley (RGV) learners to achieve a degree or credential that leads to a meaningful career. We will achieve this by strengthening each step of the educational pathway, better connecting our education system, and aligning community resources to provide the support learners need to succeed throughout high school and postsecondary in order to pursue a meaningful career in the RGV and beyond.

RGV FOCUS Mission

Our mission is to transform college readiness, access and success in the four counties of the Rio Grande Valley: Cameron, Hidalgo, Starr and Willacy.

Summary

The Project and Grants Associate will provide overall support, research, writing, and project management of the RGV FOCUS grants portfolio. Working collaboratively with the Senior Director, Deputy Director, and EdTX Development department, primary responsibilities include developing project plans and tracking project performance, meeting budgetary objectives, and supporting the reporting of grant deliverables to funders. In coordination with the Development department, the Associate will ensure effective and timely submission of grants, participate in funder stewardship, and manage the reporting for metrics, success and expected outcomes for grants awarded. This includes reports that are to be submitted as well as data compiled in collaboration with other departments, community partners or other external sources. In addition, the Associate will support the maintenance and management of an accurate database in regard to local and national foundation funding. Further, the Associate will support activities that will benefit funder cultivation and stewardship.

The Associate will report to the Senior Director, RGV FOCUS and will work collaboratively across Educate Texas to support the development goals. This position is based in the Rio Grande Valley with occasional travel when necessary.

Key Responsibilities

- Support Senior Director with development efforts to increase funding for Educate Texas’/RGV FOCUS strategic priorities and programs in service of achieving its vision and mission
- Collaborate with the Senior Director and EdTX development department to identify cultivate and solicit new philanthropic, corporate, state, and federal resources for achieving our organizational priorities
- Contribute to the development of targeted proposals and presentations for each solicitation including: writing proposals, working with Finance on defining proposal budgets, submitting recognition packages specific to the gift and the interests of the prospect, and creating other necessary materials
- Steward contributions that have been received by ensuring that all reports to funders are completed, submitted on time and captured in the database and appropriate acknowledgement and recognition benefits have been fulfilled
- Ensure that appropriate records, reports and prospect management systems are in place, delivering a high-quality customer relations experience to contributors and prospects
- Coordinate with staff at Communities Foundation of Texas to maintain consistent records across the foundation
- Act as a liaison to the program staff to solicit information about program/project plans
- Meet with partners and funders to take detailed ordering briefs and clarify specific requirements of each project
- Track project performance, specifically to analyze the successful completion of short- and long-term goals
- Meet budgetary objectives and make adjustments to project constraints based on financial analysis
- Develop comprehensive project plans to be shared with staff members, as well as partners
- Prepare reports and presentations related to project and grant requirements

Organizational Responsibilities

- Develop and support project proposals and reporting
- Provide analysis and support for day-to-day operations
- Support implementation of long-term strategy
- Assist in budget management and analysis and development of communication pieces
- Participate in regular meetings with the EdTX Development Department to ensure a coordinated and integrated approach to funders

Qualifications/Skills/Requirements

- Bachelor’s degree
- 2+ years of experience in business, non-profit 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
- Strong writing, 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
- Bilingual preferred
- Valid state issued drivers' 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