

Position: Development Associate

Start Date: 7/1/2020

Austin Achieve Public Schools is a tuition-free, open-enrollment public charter school preparing East Austin youth to attend and excel at the nation's top colleges and universities. The Development Associate is responsible for supporting the planning, cultivation, solicitation, and stewardship of Austin Achieve's philanthropic networks. The Development Associate fosters a culture of philanthropy, innovation, and partnership within the organization to achieve annual contributed revenue, expansion campaign, and community engagement goals.

Essential Duties and Responsibilities:

Donor And Grant Development (70%)

- Manage salesforce data intake and maintenance
- Work closely with Austin Achieve's shared services and campus leadership teams to understand programmatic needs and to ensure compliance with grant agreements and other donor needs
- Assist with all stewardship and cultivation efforts throughout the year in conjunction with the Development Office and other staff
- Assist the Development Office to secure contributed income from diverse sources including individuals, corporations, foundations, and via special events in keeping with Austin Achieve's core values, mission, vision, and strategic plan
- Assist the Development Office in the personal cultivation and stewardship of relationships with supporters, prospective supporters, and community leaders to set the organization up for greater development success

Community Relationship Building (15%)

- Manage implementation of volunteer programs
- Assist with the development and advancement of key community partner relationships

Board Engagement (5%)

- Work closely with the Development Office to organize monthly board meeting materials and monthly committee materials

Statement of Non-Discrimination: In keeping with our beliefs and goals, no employee or applicant will face discrimination/harassment based on race, color, ancestry, national origin, religion, age, gender, marital/domestic partner status, sexual orientation, gender identity, disability status, or veteran status. People of diverse backgrounds are strongly encouraged to apply.

Additional Responsibilities (5%)

- Participate actively in all team meetings, staff meetings, and Austin Achieve events
- Participate in professional development that will be strategic to the work of Austin Achieve

Qualifications:

- Experience assisting with fundraising programs or performing complex administrative functions.
- Excellent verbal, written, and interpersonal communication skills.
- Demonstrated strong attention to detail.
- Excellent organizational skills; ability to interface effectively with a variety of people.
- A high degree of proficiency in computer applications, including Microsoft Office and management of fundraising databases.

Please visit austinachieve.org/careers to submit your application, including a letter of intent and resume. Incomplete applications will not be considered.

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