



**AGE of Central Texas**  
3710 Cedar Street, Box 2  
Austin, TX 78705

**JOB DESCRIPTION**

**Title:** Development Associate  
**Reports to:** Director of Development



**Overview:** Joining AGE of Central Texas' team means the chance to advocate for and advance one of the longest serving, important community resources for older adults and their families in our region. AGE is embarking on an exciting time in the organization's 30-year history with the opportunity to grow and enhance our work to meet the changing needs of a growing population of seniors in Central Texas.

AGE of Central Texas tackles the challenges of aging with expert solutions. We provide services and support for older adults and the families who care for them, so that no one has to face the journey of aging alone. Our goal is to make Central Texas a great place to grow old.

**Position Mission/Purpose:** The Development Associate is responsible for the administrative support for the Development Department. This person will learn strategic development support to manage and grow development in both annual, grants, events, and capital areas. The position is crucial in helping to cultivate and solicit support from individual and organizational donors and in stewarding relationships with those who invest in our work. The desired candidate will work to advance AGE's interests by proving excellent service to and meaningful communications with our donors and supporters. This position collaborates with the fundraising and marketing team, and program staff.

**Essential Functions:**

- Process donations and prepare acknowledgement letters and other correspondence.
- Maintain foundation, corporation and individual donor files.
- Continually update and correct database record and reporting.
- Execute quarterly emails to certain groups.
- Support productions and mailings of year-end appeal letter.
- Track tax credit donations in the database and keep a file for each donor.
- Maintain guest lists, gather and prepare registration materials and other duties as assigned for fund-raising events.
- Handle all administrative details associated with the Development Committee.
- Prepare media materials for distribution. (i.e. copying, filing, mailing, e-mailing).
- Grant research and prep for Grants Coordinator.
  - Potential to learn and write small grants for organization.

- Supportive help on the planning and executing of the organization's special events, including an awards event, caregiver conference, Amplify Austin and other donor events during the year.
- Assist and help coordinate the volunteer program.
- Manage data entry of donations into donor database on a consistent basis. Update contact information and relationship information in donor database and other lists, such as email service.
- Maintain strictest confidentiality of client and donor information (must sign confidentiality agreement).
- Represent the organization at community events as needed.
- Stay informed of fundraising trends and best practices.
- Other duties as assigned by the Development Department.

**Possible performance measures:** *Job performance will be evaluated at the end of the first three months of employment and at least once a year thereafter.*

- Number of donations processed and acknowledged within 24 to 48 hours.
- Success in maintaining accuracy of database records.
- Accuracy of fundraising reports.
- Efficiency in the donor stewardship plan
- Success in coordinating the production of direct mail appeals.
- Success in maintaining donor hard copy files.

**Preparation and Knowledge:**

- Associates or bachelor's degree in a related field.
- A minimum of 1-2 years' experience in an administrative position, preferably in a not-for-profit development office
- Proficiency in Microsoft Word, Excel and PowerPoint Database management experience – Blackbaud preferred
- Excellent verbal and written communications skills
- Ability to present information concisely and effectively, both verbally and in writing
- Ability to organize and prioritize work
- Ability to work independently with little supervision
- Excellent interpersonal skills

**Characteristics necessary to the job:**

- Self-starter eager to learn more in the professional development world.
- Ability to think creatively, out of the box, and strategically to create and execute plans.
- Strong interpersonal and relationship-building skills.
- Strong project/time management and organizational skills, and the ability be flexible and manage multiple projects with overlapping deadlines.
- Superb command of grammar, and extreme and careful attention to detail.

- Ability to collaborate with staff to meet goals.

**Hours of Work:** General work hours are Monday-Friday 8:00-5:00. Some weeknights and weekends are required.

**Salary and Benefits:** This is an hourly, non-exempt position of 40 hours per week at \$14.50 per hour, health insurance (agency pays 85% of monthly premiums), up to 20 days of PTO earned in the first year, and eight paid holidays during the year.

**General Statement:** It is understood that this document may be changed in the future in the best interest of the agency and/or the people served. Any changes will be discussed with the incumbent.

AGE of Central Texas is an Equal Opportunity Employer.

Interested parties should e-mail ([lrobertson@ageofcentraltx.org](mailto:lrobertson@ageofcentraltx.org)) a resume and cover letter. Calls are not accepted. Position open until filled.