



Trinity Development Associate

ABOUT TRINITY

Trinity Episcopal School is an inclusive, forward-thinking, faith-based K-8 independent school that meets each student where they are to nurture the whole child's academic, social, physical, emotional, and spiritual growth. Trinity is located in West Lake Hills, close to downtown Austin, Texas.

Our Mission: At Trinity Episcopal School, we will nurture each child academically, physically, emotionally, and spiritually. We will honor each child's spirit for learning and life, ever mindful that we are all children of God.

POSITION SUMMARY

The development associate is responsible to assist the department in all development functions with a special emphasis on annual giving, office management, core administrative duties as well as other duties as assigned.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

Core administrative duties (35%)

- Help coordinate the request of Veracross reports to aid in philanthropic gift strategy and implementation, will work with database manager under the supervision of Sr. Development Director and Chief Development Officer
- Schedule donor meetings and prepare materials for all development functions upon request
- In conjunction with the database manager, coordinate the tracking of annual giving donor activity to ensure current information regarding gifts, recognition and acknowledgement of gifts
- Attend and help with all donor committee meetings, approximate 6-10 meetings a week
- General office duties as needed, ordering supplies, etc.
- Assist Directors as needed; could include help with calendars, etc.
- Assist with fundraising volunteer coordination

Annual and Major Giving (45%)

- Assist with the planning and execution of all fundraising events (ticketed and private), volunteer and donor meetings, tours, briefings, alumni activities and appreciation/stewardship events

Includes but not limited to the following:

- A Night to Shine Gala
- New Parent Dinner coordination
- Grandparents Day coordination (with Parent Council)
- Celebration of Giving Event
- Volunteer Appreciation Event
- Dine – Around Events (For campaign)
- 20th Anniversary Celebration event (in conjunction with Marketing)
- Alumni event
- Horizons annual briefing
- Annual Fund Kick-Off event
- Stewardship Events
- Coordinate donor activity, meetings, briefings and appreciation events

NOTE: Responsibilities may include coordination of all meeting logistics such as tracking RSVP's, creating name tags and invitations, reserving and setting up rooms for presentations; coordination of caterers, managing schedules and coordinating calendars for all involved parties. Assist with follow up activities for all events including dissemination of meeting notes, database entry for donor moves management in conjunction with all donor engagement, in accordance with best practice.

Donor Stewardship (20%)

- Assist with the planning and execution of institutional stewardship activities and appreciation actions
- Assist with personalized donor reports
- Assist with annual reports and other donor related recognition activities
- Facilitate output of New Donor Welcome Kits, major donor stewardship activities and elevated cross-functional donor touches such as personalized video messages, photo books, birthday cards and more

All other duties as assigned.

QUALIFICATIONS

- Bachelor's degree or equivalent; minimum one year of relevant experience
- Working knowledge of basic fundraising principles; experience working in a nonprofit development office, specifically in donor recognition, database management, event support, data segmentation, gift analysis, donor tracking, and donor research preferred
- Excellent written, verbal, communication and customer service skills
- Strong computer proficiency with expertise in MS Word, PowerPoint, Excel and donor database management
- Well-organized, systematic thinker with impeccable attention to detail
- Project coordination experience preferred
- Ability to communicate effectively with fellow staff members, donors, community partners, students, families, and volunteers
- Proficient in Adobe Suite preferred
- Collaborative work style

- 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 with the ability to be flexible and manage multiple projects with overlapping deadlines

HOURS

- Trinity Development Office is a fast-paced, needs-responsive environment. General office hours are 7:30am – 4:30pm, Monday – Friday
- Some evening and weekend work is required

COMPENSATION AND BENEFITS

- Competitive annual salary, depending on qualifications and experience
- Excellent health, dental and vision insurance
- Free Lunch!
- Generous paid leave policy including school holidays
- Optional 401K retirement plan available with generous matching plans

TO APPLY

Please submit resume, a cover letter describing your interest and qualifications for the position, salary requirements, and a list of three references via e-mail to tfry@austintrinity.org.

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