



**Department:** Development  
**Employment Type:** Part-time  
**Location:** Austin, TX  
**Supervisory:** No  
**Union Position:** Yes  
**Pay Grade:** Part-time  
**Pay Class:** Non-Exempt

### **Development Associate**

The Texas Freedom Network (TFN) seeks a part-time Development Associate based in Austin, Texas. TFN is a statewide non-partisan, grassroots organization that is building an informed and effective movement working toward equality and social justice.

The Development Associate plays a key role in supporting the organization's fundraising operations, with a primary focus on accurate and timely gift processing and database management. This position ensures the integrity of donor records, supports reporting needs, and helps maintain a strong foundation for donor engagement and stewardship. The Development Associate will report to the Senior Development Director.

#### **Responsibilities include but are not limited to:**

- Gift Processing & Acknowledgment
  - Accurately enter donations (online, checks, events, grants, etc.) into the donor database
  - Generate and track donor acknowledgment letters and tax receipts
  - Maintain documentation for all gifts, including soft credits, pledges, and matching gifts
  - Assist with monthly reconciliation of gifts with finance records in coordination with Development Manager and the finance team
- Database Management
  - Maintain and update donor records to ensure accuracy and completeness
  - Perform regular data audits and cleanup (duplicates, formatting, standardization)
  - Manage imports from online giving platforms and event systems
  - Ensure data integrity and adherence to database policies and procedures
- Reporting & Support
  - Generate routine and ad hoc fundraising reports



- Assist development staff with donor lists, segmentation, and mailing prep
  - Support campaign tracking and data pulls for appeals and events
  - Help maintain dashboards and metrics related to fundraising performance
- General Development Support
  - Assist with event data tracking and post-event reconciliation
  - Support stewardship efforts through accurate record-keeping
  - Contribute to process improvements for data entry and reporting workflows

### **Qualifications and Skills**

- A minimum of 3 years of experience using Raisers' Edge (database view)
- Experience with Every Action and Omatic Connector preferred
- Advanced level skills in Microsoft Office Suite, Adobe Acrobat, and G suite.
- Strong project management, time management, and organizational skills, including the ability to set priorities and the ability to improve on existing processes/systems.
- Demonstrates a keen attention to detail, a commitment to follow-through, and a high level of motivation while displaying readiness, optimism, and calm under pressure while working in a fast-paced environment.
- A commitment to the principles and values of TFN and its mission.
- Commitment to equality and social justice.

### **TFN Core Values**

We encourage all applicants to review [TFN's Core Values](#) to ensure organizational alignment and to learn about the principles we use in our work, decisions, and culture to advance our mission.

### **Pay & Benefits**

- \$21 per hour
- Monthly remote work stipend
- Paid sick time

Applications will be considered on a rolling basis.

*Texas Freedom Network is an equal-opportunity employer and encourages people of color, ethnic minorities, women, and individuals from the LGBTQ community to apply.*