



## **Development Associate**

### **AVANCE-Austin**

#### **Our Mission**

AVANCE's mission is to create pathways to economic mobility for predominantly Latino families through high-quality, culturally responsive, two-generation programming that ensures school readiness for young children and opportunities for parents to build social and economic capital. AVANCE was established in Austin in 1997 and now serves over 900 children and parents each year with an annual projected budget for the current fiscal of \$2.1 million.

#### **Position Summary**

This position is responsible for assisting in the development and implementation of fundraising strategies designed to achieve annual revenue targets with a diverse stream of revenue sources. The Development Associate works with the Development and Communications Manager in supporting the achievement of fundraising goals set forth in the comprehensive annual fundraising plan. The specific areas of work include donor relations, special events and appeals, and volunteer program management.

While this position is considered remote, there is an expectation to attend events and meetings in person when it is deemed safe in accordance with CDC guidelines and AVANCE safety protocols.

#### **Compensation:**

\$45k-50K plus benefits (PTO, parental leave, vision, dental, medical, 403b retirement plan with company match)

#### **Responsibilities:**

##### Donor Relations

- Coordinates the donor relations process, including reviewing and revising the gift acknowledgment matrix; generating engaging, concise, and error-free gift

acknowledgment letters; maintaining donor records in the fundraising database, and ensuring benefit/deliverables fulfillment.

- Produces donor reports and mailing lists for various fundraising activities, analysis, and planning.
- Produces appeal letters and materials; assists with logistics of direct mail appeals.
- Conducts corporate community partner research and outreach to collect in-kind gifts, coordinating processes, and pick-up/distribution.

### Events

- Coordinates special event logistics and marketing and provides support to committees and Sr. Development Manager. Events include the annual luncheon and third-party events.
- Conducts donor prospect research and maintains accurate information; assists with major donor meeting coordination.
- Collaborates with VISTA AmeriCorps Members/Interns to manage outreach and communications for special events.

### Communications

- Creates and schedules content for social media channels, while engaging with social media audience by responding to comments and messages, inviting to like and follow the page, sharing tagged posts and fundraisers, and tagging community partners.
- Creates and/or seeks out volunteer graphic designers to create annual campaign logos and design templates.
- Takes photos and/or seeks out volunteers to photograph program implementation including staff, clients, events, and classroom activities.
- Writes articles for e-newsletters and website blogs.
- Collects and organizes client stories for dissemination through communication channels.

### Other

- Assists with the development, implementation, and regular evaluation of a comprehensive fundraising plan.
- Participates in donor fairs at corporations and other workplace giving sites.
- Works in collaboration with Program Manager to develop corporate volunteer opportunities and to recruit, place, manage and steward corporate and community volunteers.
- Attends development committee meetings monthly and takes minutes.

### **Qualifications**

- Post-secondary degree in business management, marketing, communications, public relations, or related field
- Minimum of 1-year nonprofit work experience in development, communications, or volunteer management; 2 years + nonprofit work experience preferred
- Bilingual in English and Spanish, both oral and written; preferred but not required
- Knowledge of fundraising principles
- Attention to detail, highly organized, accurate, and must possess a professional demeanor
- Ability to manage multiple projects simultaneously while maintaining accuracy and deadlines
- Excellent writing skills and ability to write reports, business correspondence, and procedure manuals; ability to effectively present information and respond to questions from managers, clients, donors, and the general public
- Ability to understand and use a variety of computer applications and appropriate software, including spreadsheets, word processing, database applications, and Microsoft Office Suite; and workplace electronic technology, including internet access, networking, and Outlook e-mail. Advanced computer skills may be necessary including presentation/training materials
- Must be able to work evenings or weekends as required
- Must be able to pass a criminal background check, drug screening, and moving violation report
- Must be eligible to work in the United States

### **Commitment to Diversity and Inclusion**

AVANCE-Austin provides equal employment opportunities (EEO) to all team members and applicants according to their experience, talent, and qualifications for the job without regard to race, color, national origin, religion, age, disability, sex (including pregnancy, gender stereotyping, and marital status), sexual orientation, gender identity, genetic information, military/veteran status, or any other category protected by federal, state, or local law.

### **To apply:**

Please send your resume and cover letter with Development Associate in the subject line to: [hr.aus@avance.org](mailto:hr.aus@avance.org). Be sure in your cover letter to explain your interest in working with AVANCE-Austin as it relates to the mission. **Deadline to apply is July 17, 2026.**