



Capital Area  
Dental Foundation

## **POSITION: DEVELOPMENT ASSOCIATE**

### **About the Capital Area Dental Foundation**

The [Capital Area Dental Foundation \(CADF\)](#) is a 501(c)(3) nonprofit organization founded in 2007 as the philanthropic arm of the Capital Area Dental Society. The mission of CADF is to transform lives in Central Texas with healthy smiles by offering life-changing access to charitable dental care.

In addition to an annual giving program, CADF currently holds two fundraisers per year: a Golf Classic in the fall and Amplify Austin in the spring. Before the pandemic, CADF hosted an annual Gala. The CADF Board is considering the possibility of reintroducing the Gala; the development associate hired for this role would play a lead role in gala planning and execution.

### **About this Position**

The development associate is a part-time contract position to help support the organization's mission. The selected candidate will work under the direction of CADF's executive director.

### **Key Job Responsibilities**

#### **Development Support**

##### *Stewardship/Outreach:*

- Manage handwritten thank-you cards for donors, prospective donors, board members, and volunteers.
- Order and purchase stewardship gifts.
- Attend CADS meetings to promote CADF events, volunteer opportunities, and giving programs like the Sustainer's Circle.
- Attend community events to raise awareness about the organization, to recruit volunteers and cultivate relationships with potential new donors.

### *Data Management & Reporting:*

- Serve as CADF's point person and in-house expert on NEON, CADF's Client Relations Manager (CRM).
- Conduct data entry and updates in NEON, including input of pledges and payments, execution of invoices, receipts, and any additional donor acknowledgment.
- Maintain accurate records and contact notes of prospective, current and past donors.
- Integrate Golf Classic, Amplify Austin and other relevant information with NEON.
- Research donors and prospective donors and conduct donor analysis.
- Prepare monthly development reports for CADF leadership to analyze and advance all levels of the donor cycle (identification, qualification, cultivation, solicitation, stewardship)
- Prepare comprehensive development reports for CADF in-person board meetings.

### **Event Support**

- Attend and support in-person events, including the CADF Annual Golf Classic, Community Dental Days (2-3 per year) and Season for Caring annual screening.
- Support Annual Fall Golf Classic:
  - Manage signage (order, pick up, and place signs at venue).
  - Provide staff support at registration at Golf Classic.
  - Manage swag bags for Golf Classic (in coordination with CADF Golf Committee volunteers).
- Manage food orders for Community Dental Days (2-3 per year) and CADF Board of Directors meetings (2 per year).
- Provide staff support for a potential gala.

### **Communications Support**

- Produce flyers, one-pagers, social media posts, graphics, and slide decks in Canva.
- Coordinate ordering and purchase of development and communication materials as needed (e.g., CADF-branded swag, printed materials).
- Coordinate creation of CADF patient impact video under the direction and supervision of CADF leadership.
- Organize CADF photo archives.
- Assist in generating lists, performing mail merges, and sending/producing both digital and physical mailings to existing/prospective donors and volunteers.
- Assist in the development of CADF editorial calendar and bimonthly newsletter.

### **Administrative**

- Coordinate and schedule meetings, conference calls, and perform other administrative tasks at the request of the Executive Director.
- Attend two in-person Board of Directors meetings per year..
- Provide administrative support, as needed for CADF's current standing committees (Golf Classic, Access to Care, Executive Committee, Gala Exploratory Committee).

**Preferred Skills and Qualifications**

- Experience with events or donor engagement in a nonprofit setting.
- Familiarity with project management and communications tools (e.g., NEON, Constant Contact, Canva, Google Workspace).
- Ability to manage and analyze data and to create reports based on data.
- Motivated self-starter with excellent attention to detail and communication skills.
- Commitment to maintain the confidentiality of sensitive donor information.
- Excellent customer service, including the ability to interact professionally with all stakeholders, including donors, board members, volunteers, and colleagues.
- Passion for the mission, vision, and values of the Capital Area Dental Foundation.

**Compensation & Schedule**

- Fixed fee of \$2,500 per month (estimated 15 hours per week).
- The contractor should be available for a weekly ZOOM with CADF leadership on a set schedule to be determined at a later date.
- Flexible schedule with some required availability during events (occasional evenings/weekends).
- Hybrid work model: some in-person meetings and events in Austin are required.

**To Apply**

Send a resume, brief cover letter, and three professional references to [txcadf@gmail.com](mailto:txcadf@gmail.com) with the subject line: Development Associate Position. Applications will be reviewed on a rolling basis until the position is filled.