

FR1ENDS of the CH1LDREN

Austin

TITLE: Development Associate
REPORTS TO: Director of Development & Marketing
STATUS: Full time, Exempt
SALARY: \$55,000+ depending on experience

APPLY: <https://friendsaustin.hiringthing.com/>

The following statements are intended to describe the general nature and level of work to be performed by individuals assigned to this position. They are not intended as a comprehensive list of all responsibilities, duties, and skills required of personnel so classified.

Friends of the Children Austin is one of the fastest growing sites of Friends of the Children, which is a national organization with nearly 30 years of experience breaking the cycle of generational poverty through professional mentorship. We pair full-time, salaried, bilingual mentors (“Friends”) with pre-K/kindergarten children facing the greatest obstacles and stay with them until they graduate from high school. 12.5 years – no matter what. Friends Austin launched in 2017 and is the first and only professional mentorship organization in our community. We are currently serving 100+ children and their families.

We are seeking an ambitious, professional, customer-centric, detail-oriented individual to join our development and marketing team and support our fundraising and communications activities. This role is significant to the team’s success and provides an extraordinary opportunity for the right person to join us in setting a course for excellence and advancing professionally.

Are you this amazing leader? Here is what we have to offer you:

- A committed Director of Development and Marketing and Executive Director who will partner with you to establish and grow the organization.
- A team of talented employees who are passionate about working together to create an extraordinary organization.
- Respect for work-life balance. You will work hard, and we expect you to recharge your batteries.
- A comprehensive benefit package.
- Salary of \$55,000+ (DOE)
- Most of all, you get to be a leader at an exceptional organization that helps children facing incredible odds change their life story every day.

Are you ready to use your skills to make an impact in the Austin community? See the position details below.

Basic Function:

This position is an integral member of the development staff, reporting directly to the Director of Development and Marketing, and will support our \$2.6 million fundraising goal. The Development Associate’s primary responsibilities will be to project manage all events and support donor relations, including the cultivation and stewardship of individual and corporate donors. This person will join a highly effective development team (we are currently a team of two) and needs to be driven by Friends of the Children Austin’s mission and values; and possess a commitment to diversity, equity and inclusion (DEI). This role needs to work onsite at our office in East Austin, with some flexibility to work remotely, and will need to be able to work some nights and weekends, surrounding events.

Core Responsibilities:

- Embody the Friends Austin development values while executing on fundraising and communications activities: practice gratitude towards our supporters/partners, help to connect and educate through meaningful relationships with contributors, strive for excellence and attention to detail in all ways, uphold the integrity of the organization and for ourselves.
- Serve as the primary project manager for all fundraising and cultivation events, including logistics, event timelines, content prep and general execution, with precision and accuracy. Friends Austin events consist of, but not limited to, two signature fundraisers (Gingerbread Dreamhouses in December and Dinner with Friends in the Spring) and additional external stewardship/cultivation events throughout the year
- Manage systems surrounding event production to ensure continued improvement and scalability with high standards.

- Work alongside team to help curate and manage highly engaging organic content in multiple social media formats to reach targeted audiences, increasing followers, likes, and engagement on multiple social channels such as Facebook, Twitter, Instagram, and LinkedIn
- Manage vendors throughout the event planning process and ensure all communication with vendors is timely and deadlines are met.
- Manage the production of all collateral needed for events; ability to work with a graphic designer and implement input from the Director of Development and Marketing and members of the Board Development Committee members to produce excellent collateral pieces for all events.
- Support donor relationship management through cultivating and stewarding individual and corporate partners.
- Support general fundraising needs.
- Provide general administrative support to the Director of Development and Marketing, as needed.

Essential Skills and Abilities:

- Minimum of three years of events planning experience for internal and external audiences, with a proven track record of overseeing event operations in a management capacity.
- Experience managing cross-collaborative projects/events and navigating ambiguity gracefully and with a high bar of excellence
- Prior experience in fundraising and/or customer-facing roles.
- Strong social media skills.
- Excellent relationship-building skills; ability to foster productive relationships with a wide array of stakeholders, both internal and external.
- Team player – comfortable collaborating with team members throughout the organization, as well as executing on day-to-day assignments and pitching in where necessary.
- Capacity to efficiently learn the organization’s mission, program model, brand and outcomes and be able to share that information appropriately and effectively to prospects and supporters/partners.
- Positive, can-do attitude, and a sense of humor.
- Able to work in an ever-changing environment.
- Proficiency in Microsoft Office (Word, Excel and Power Point).
- Experience with a fundraising database (we use Bloomerang).
- Excellent written, verbal, and interpersonal skills.
- Organized multi-tasker, able to prioritize while working on multiple projects simultaneously.
- Must be able to work effectively under pressure and meet deadlines.
- Able to take direction well but take initiative and operate independently when needed.
- Possess a growth mindset – desire to learn and grow within the organization.
- Resilient – capacity to bounce back after setbacks.
- Possess an eye for high-quality and creative events and design.

Education and Experience Required:

- Bachelors degree from an accredited college or university required
- Minimum of three years of experience working with event-planning and exposure to effective fundraising/sales

Successful candidates will include:

- Cover letter
- Resume
- Four references (including an active email address and the easiest phone number to reach them)

Friends of the Children is an Equal Opportunity Employer, committed to addressing discriminatory practices, and to working toward racial equity and inclusion. The equal employment opportunity policy of Friends of the Children provides fair and equal opportunities for all employees and job applicants regardless of race, color, religious creed, national origin, ancestry, age, sex, gender, pregnancy, sexual orientation, marital status, familial status, disability or genetic information, in compliance with applicable federal, state and local law. Friends of the Children hires and promotes individuals solely on the basis of their qualifications for the job to be filled.