



Trinity Episcopal School

Development Associate

Trinity Episcopal School is actively seeking a full-time Development Associate for the 2019 – 2020 School Year.

Trinity Episcopal School is a forward thinking, independent day school with approximately 500 students in kindergarten through eighth grade located in Westlake Hills, close to downtown Austin, Texas.

Job Summary: This position is responsible for the administrative support of the fundraising department of a K-8 Episcopal school.

Essential Functions:

- Enter and maintain donor and prospect data in our fundraising databases.
- Responsible for overseeing a welcoming office environment which includes but is not limited to: stocking kitchen area (to include coffee, tea), keeping it clean and tidy, stocking refrigerator and refreshment area for guests, make sure office supplies are stocked and inventory is maintained, ordering and managing all items needed for stewardship gifts and correspondence.
- Support the Chief Development Officer (CDO) with calendar management, proactively addressing changes needed to schedules, responding to stakeholders as directed by the CDO and other duties that create a path for the CDO to focus on big picture duties.
- Manage gift processing, acknowledgement, tracking and pledge reminders.
- Proactively generate reports that are requested and needed.
- Coordinate and assist with all department mailings.
- Track attendance for special events.
- Be a team player at all times and with special enthusiasm during peak times of work.
- Manage special event software including One Cause, as an example.
- Assist Business Office with monthly reconciliation of records.
- Other duties as assigned.

Job Qualifications:

- A bachelor's degree.
- Data entry and office experience required. Fund-raising experience a plus.
- Skills and Abilities: Excellent computer skills using Microsoft Office Suite with demonstrated proficiency in Excel and Word or Google Suite. Detailed knowledge of databases and experience with Raiser's Edge fundraising software and/or Veracross is very helpful. Strong administrative and customer service skills. Fervent attention to detail, problem solving and strong analytical skills. Energetic and organized. Excellent verbal and written skills. Good interpersonal skills and the ability to communicate effectively. Ability to handle sensitive, personal information with discretion and diplomacy. Must be flexible and adept at managing multiple projects. Ability to

work independently while functioning as a member of a team. Sense of humor and happy energy a real plus.

Time Commitment: 40 hours per week. Schedule flexible. Some nights and weekends are required.

Please submit a letter detailing your particular area(s) of expertise and the job possibilities in which you are interested, a resume, and any letters of recommendation to Human Resources, Trinity Episcopal School, 3901 Bee Cave Road, Austin, Texas 78746, or via email to employment@austintrinity.org. No phone calls please.

Trinity Episcopal School invites all qualified individuals who share our core values to apply for faculty positions. All faculty members must be able to support Trinity's mission as a Christian school.

Trinity Episcopal School provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, genetic information, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state and local laws.

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