



Development Associate

Reports to: Executive Director

Status: Part-time, non-exempt (hourly)

Location: Hybrid role based at Trinity Center in downtown Austin, TX with remote flexibility for focused work and writing days

Schedule: Approximately 20 hours per week, typically 4 hours per day, between 8A-4P, Monday through Friday. Occasional evenings or weekends may be required for outreach events or as directed by the Executive Director.

About Trinity Center

Trinity Center is a faith-rooted nonprofit in downtown Austin dedicated to supporting individuals experiencing homelessness and extreme poverty. We offer daily hospitality, essential services, and pathways to long-term stability through compassionate care and relational support.

We believe every person deserves to be welcomed, seen, and treated with dignity. The Development Associate plays a key role in sustaining this mission by strengthening donor engagement, advancing fundraising initiatives, and supporting grant development.

Position Summary

The Development Associate plays a key role in supporting Trinity Center's fundraising and donor stewardship efforts. This is a hands-on, collaborative position that blends relationship-building, organization, creativity, and consistent follow-through. The ideal candidate is a thoughtful communicator, curious researcher, and detail-oriented team member who is excited to help grow community support for our mission. This role is well-suited for someone looking to build experience in nonprofit development while working as part of a small, mission-driven team. You'll work closely with the Executive Director and gain hands-on experience in donor relations, grant writing, and fundraising systems. Your work will directly support Trinity Center's ability to serve our neighbors each day. Given the part-time nature of this role, responsibilities will be prioritized in collaboration with the Executive Director.

CRM & Donor Management

- Support the organization and maintenance of the CRM system and donor records
- Conduct accurate data entry, including pledges, payments, invoices, receipts, and donor acknowledgments
- Maintain donor records and communication history
- Integrate fundraising events and campaigns into CRM (e.g., gala, Amplify Austin, Fall Campaign)

Donor Stewardship & Community Engagement

- Coordinate handwritten thank-you cards for donors, prospects, volunteers, and board members
- Attend occasional community events alongside the Volunteer & Communications Coordinator to increase awareness and cultivate donor relationships

Grant Support

- Research and track grant opportunities aligned with mission and programs
- Document application requirements, contacts, and funder notes
- Assist in grant preparation, including drafting sections, gathering materials, and proofreading
- Maintain the grant calendar, including deadlines, reporting, and renewals
- Track submissions, outcomes, and funder communication
- Gather program data, stories, and supporting documentation for proposals and reports
- Support stewardship through timely follow-up with grantmakers

Administrative

- Prepare monthly donor and development reports for the Executive Director and Board
- Attend two in-person Board of Directors meetings per year
- Provide administrative support for development-related committees as needed

Qualifications

- Passion for Trinity Center's mission and values
- Strong writing, organization, and interpersonal communication skills
- Detail-oriented, deadline-aware, and committed to accuracy
- Ability to work collaboratively with staff, volunteers, and partners
- Experience with CRM systems, donor software, or willingness to learn
- Prior nonprofit or development experience preferred

Systems & Tools

Trinity Center is in the early stages of adopting a donor CRM and strengthening its development infrastructure. This role offers the opportunity to help shape and organize these systems from the ground up. Candidates should be comfortable learning new tools and working with data. Experience with CRM platforms or donor databases is preferred, but not required.

What Success Looks Like in This Role

- Donor records are consistently accurate, up-to-date, and organized within the CRM
- Donor acknowledgments and thank-you communications are completed in a timely and thoughtful manner
- Grant opportunities are proactively researched, tracked, and advanced, with deadlines met and materials prepared in collaboration with the Executive Director
- Development systems (CRM, grant calendar, reporting) are maintained in a way that supports clear decision-making and donor stewardship
- The Executive Director and Board are equipped with reliable, organized development reports for meetings and strategic planning

Over time, this role will help strengthen Trinity Center's fundraising infrastructure and deepen relationships with those who support our mission.

Compensation & Benefits

- \$30,000 annually, paid biweekly
- 20 hours per week
- Benefits include paid time off (PTO) and a flexible schedule
- Health insurance is not offered for this part-time position

Please submit your cover letter and resume to Christian Rodriguez, Executive Director at christian@trinitycenteraustin.org

Applications will be reviewed on a rolling basis.

Trinity Center is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.