

E3 Alliance Position Description: Development Associate
Classification: Full-time Professional -Exempt
Direct Supervisor: VP of Investor Development

Position Description: E3 Alliance seeks a full time Development Associate to join our passionate and driven team. This support role is critically important for the success of the Development Team and E3 as a whole. The Development Associate provides proactive and responsive support advancing E3's fundraising and donor relations efforts. The Development Associate provides administrative support for our VP of Development to help drive E3's fundraising strategies, project coordination, data management, and development research.

E3 Alliance uses data and collaboration to change education systems so all students succeed. We are nationally recognized for our passion and success in transforming education to improve equity and student outcomes. This is a dynamic position with opportunities to learn, grow, and contribute to grant, corporate, and individual giving.

Our Core Values: **Collaboration | Data-driven | Equity | Learning | Relentless**

Primary Duties and Responsibilities:

Donor Database and Grants Management

1. Responsible for DonorPerfect database structure, enters and coordinates data entry for donor records, donation tracking, gift processing, donor rolls, prospect lists, performance tracking and ensures donor database records kept are up to date. Define and generate DonorPerfect reports.
2. Assists with grant proposals and management of grant documents through the grant lifecycle, including entering information into the donor management system and visibility using staff calendars and other reminders.
3. Collaborates closely with COO, Administrative Director, and Accounting Assistant to ensure accurate tracking of pledges and donations.
4. Researches donors and prospects to provide donor profiles, corporate performance reports and other intelligence-gathering information.
5. Researches current and prospective funder organizational and personnel changes.

Donor Cultivation and Stewardship

1. Creates and designs donor impact reports, gift acknowledgments, and pledge reminders.
2. Conducts donor research and prospecting, develops major donor profiles, maintains cultivation/solicitation schedules, and administers a stewardship schedule for E3 Legacy Trust major donor campaign.
3. Assists with corporate and private sponsorship solicitations and stewardship.
4. Thought partner with E3's communications team co-produce development content for the website, social media, e-mail, e-newsletters and e-appeals and fundraising events.
5. Collaborates with VP of Investor Development, to support and help execute annual appeals (Amplify Austin, Giving Tuesday, etc.) including direct mail and digital campaigns and donor stewardship functions.
6. Stays current with trends in philanthropy and fundraising that apply to E3's mission; reviews industry publications and daily web announcements.

Meeting and Event Planning & Management

1. Provides support for donor meetings and major donor events (e.g. Biannual Gala “Geeks in Boots,” E3 Legacy Trust, Circle of Friends, etc.) including assisting with mailings, phone inquiries, in-kind gift tracking, RSVPs, and meeting and event coordination.
2. Manages donor meeting and event collateral and logistics, including registration, event set up and break down and other tasks as needed.

Professional Support

1. Organizes and maintains schedules, calendars, and appointments for VP of Investor Development which may include meetings, events and arrangements associated with such, including preparing agendas, minutes, equipment, location, information packets and follow up action items.
2. Provides administrative support to Development Team including, but not limited to: arranging team meetings, conference calls, scheduling meetings/coordinating calendars among multiple staff members, reserving rooms required for meetings, coordination with ACC copy center, printing/assembling documents for meetings, purchasing and organizing supplies, meeting notes and distribution.
3. Follows established processes for maintaining files, logs and other tracking systems for a variety of donor information, projects and events.
4. Serves as a co-creator, producer, graphic designer of campaign content, marketing, and public relations materials and collateral.
5. Makes travel arrangements for out of town development staff travel.
6. Provides additional administrative support to VP of Investor Development and Executive Director as necessary.

Minimum Qualifications:

- Passionate about advancing equity in education and supporting students
- Basic understanding of fundraising best practices and procedures including moves management and effective donor pipeline development
- Experience with Donor/Customer Relationship Management databases, including data entry and report generation
- Excellent communication skills both interpersonal and in writing including content creation, copy editing, public presentations for donor campaigns
- Demonstrated experience fundraising and event planning
- High proficiency in Microsoft Office Suite: Word, Excel, PowerPoint, Outlook; Office 365, and Google Drive
- Exceptional organizational skills and attention to detail
- A minimum of 1 years' experience completing donor research & tracking
- Experience using communications via digital platforms (e-news, social media)
- Authorization to work for US Employer

Preferred Qualifications:

- Bachelor's Degree and two years' professional experience in a development support position
- Demonstrated interest and experience improving educational outcomes for students
- Experience working in a school, school district or college/university
- Experience with DonorPerfect and Constant Contact
- Work experience in grant writing, grants management, and reporting functions

Also required to exhibit the following work skills:

- Maintain established work relationships and schedule while being adaptable to change
- Ability to communicate work priorities to leadership and cross-functional teams
- Ability to multi-task in a small team environment and manage multiple projects and deadlines
- Ability to negotiate timelines, set priorities, meet deliverables with internal and external partners

Compensation and Benefits:

E3 Alliance is housed at founding partner Austin Community College (ACC), and through this partnership is supported by ACC payroll and human resource systems. Therefore, E3 Alliance staff has access to ACC compensation and benefits systems, including generous vacation and sick leave, insurance, and other benefits.

- Salary based on experience
- Health care and dental insurance, TRS retirement benefits, disability insurance, and other standard ACC benefits

Performance Expectations and Review:

Performance reviews will be conducted annually. Areas of evaluation may include but will not be limited to:

- Alignment with E3 Alliance Core Values and “Best At’s”
- Success in carrying out duties as required by above job description
- Initiative in taking on new responsibilities, learning, and growing
- Willingness to work as a strong team member
- Ability to accept guidance and supervision
- Compliance with E3 Alliance Policies and Procedures