

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

**Description:** Under the supervision and guidance of the E3 VP of Investor Development and in collaboration with other E3 staff, the Development Associate will serve as an important member of E3 development team by providing support in the areas of grants management, donor research and stewardship, database management, special event execution and planning, and digital and social media fundraising. The Associate will be responsible for supporting the VP of Investor of Development and Executive Director in the areas of donor communications and recognition, prospect research for major donors and grants, scheduling and planning donor and prospect visits, and providing support for special events and annual fundraising campaigns.

**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. Stays current with trends in philanthropy and fundraising that apply to E3's mission; reviews industry publications and daily web announcements.
5. Serves as primary liaison with E3's Manager of Events & Social Media Coordinator to co-produce development content for the website, social media, e-mail, e-newsletters and e-appeals and fundraising events.
6. Supports and helps execute annual appeals (Amplify Austin, Giving Tuesday, etc.) including direct mail and digital campaigns and donor stewardship functions.

***Meeting and Event Planning & Management***

1. Provides support for donor meetings and special events (e.g. 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. Makes travel arrangements for out of town development staff travel.
5. Provides additional administrative support to VP of Investor Development and Executive Director as necessary.

**Minimum Qualifications:**

- 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 writing, editing, and proofreading skills
- Demonstrated experience fundraising and event planning
- High proficiency in Microsoft Office Suite: Word, Excel, PowerPoint, Outlook; Office 365, and Google Drive
- Strong writing and interpersonal communication skills
- 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
- Work experience in grant writing, grants management, and reporting functions

**Also required to exhibit the following work skills:**

- Maintain an established work schedule
- Ability to multi-task in a small team environment and manage multiple projects and deadlines
- Ability to negotiate timelines and deliverables with internal and external partners
- Develop and maintain effective work relationships
- Meet requirements for deliverables and deadlines

**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:

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