

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

To apply for this position:

Interested applicants should [complete the Austin Community College Application](#)
During application process, please upload a copy of your resume and cover letter and complete the google doc questionnaire: [E3 Alliance Employment Questionnaire](#)

Position Description: E3 Alliance seeks a part- time Development Specialist 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 Specialist provides proactive and responsive support advancing E3's fundraising and donor relations efforts. The Development Specialist provides administrative support for our VP of Development to help drive E3's fundraising strategies in the areas of data management, grants management, and social media campaigns.

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.

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 (OneDrive, Outlook, etc.) and visibility using staff calendars and other reminders.
3. Creates and designs donor impact reports, gift acknowledgments, and pledge reminders.

Donor Stewardship and Social Media Campaigns

1. 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.
2. Works closely 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.

Administrative 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.

Minimum Qualifications:

- Passionate about advancing equity in education and supporting students
- Excellent writing, editing, and proofreading skills
- 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
- Experience using communications via digital platforms (e-news, social media)
- Authorization to work for US Employer

Preferred Qualifications:

- Two years' professional experience in an administrative or development support position
- Experience with Donor/Customer Relationship Management databases, including data entry and report generation
- Demonstrated interest and experience improving educational outcomes for students
- Experience working in a school, school district or college/university
- Work experience in grant writing, grants management, and reporting functions
- Demonstrated experience fundraising and event planning

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 Range: \$25K-\$30K**
- 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”