



## ***E3 Alliance Position Description: Development Specialist***

***Classification: Professional – Exempt***

***Direct Supervisor: VP of Investor Development***

### **About E3 Alliance:**

E3 Alliance is a nonprofit organization leading the charge in the relentless pursuit of education transformation for Texas students. Founded in 2006, E3 Alliance is a Texas-based education collaborative that leverages data to serve as a catalyst to impact educational outcomes for all students—cradle to career. Partnering with school, community, and business leaders, E3 Alliance brings together diverse voices to collaborate and build a strong, equitable education pipeline that delivers a trained and educated workforce while creating long-term, systemic change.

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

E3 Alliance is an equal opportunity employer, and has a Best Place for Working Parents 2022 designation.

At E3 Alliance, we value both the effectiveness of remote work and the importance of in-person collaboration. E3 Alliance offers the flexibility of working remotely or coming into an office. Additionally, some in-person meetings are required.

**Position Description:** E3 Alliance seeks a full 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, project coordination, data management, and social media campaigns.

### **Primary Duties and Responsibilities:**

#### ***Donor Database and Grants Management (Approximately 50% of time)***

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 Sr. Director of Operations, Executive Assistants, 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 Stewardship and Social Media Campaigns (Approximately 30% of time)***

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. 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.
5. Serves as a co-creator, producer, graphic designer of campaign content, marketing, and public relations materials and collateral
6. 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 (Approximately 20% of the time)***

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:**

- 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:**

- Bachelor's Degree and/or two years' professional experience in a 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: \$52,000 - \$60,000**
- Salary based on experience
- Health care and dental insurance, TRS (Teacher Retirement System) retirement benefits, disability insurance, and other generous ACC benefits
- E3 Alliance is unable to support candidates who require sponsorship to work in the United States
- This position is grant-funded, but does not have a defined timeframe and is intended to be a full-time, ongoing position

**To be considered for this position applicants must:**

- Complete the employment application: [Austin Community College Employment Application](#), and:
  - Submit your resume and cover letter during the ACC application process
- Complete the E3 Alliance Employment Questionnaire: [E3 Alliance Employment Questionnaire](#)