

POSITION DESCRIPTION

JOB TITLE:	Associate, Development	STATUS:	Exempt
REPORTS TO:	Director, Development	HOURS:	Full Time
DATE:	December 2020	DEPT:	Educate Texas

Educate Texas Vision

Educate Texas, a public-private initiative of Communities Foundation of Texas (CFT), is a leading catalyst for student success and is focused on an ambitious goal for Texas: *Strengthen the public and higher education system so that every Texas student is prepared for educational and workforce success.*

Educate Texas Mission

Increase postsecondary readiness, access and success for all students by building partnerships, leading innovation and scaling practices and policies.

Summary

The Associate, Development will report to the Educate Texas Director of Development and work collaboratively with our development, program, policy, and integrated services teams to do prospect research, write grants, report on grants, conduct outreach to and support our funders. While the position will be broadly supportive of all development efforts, the primary emphasis will be to engage middle market partners. In addition, the Associate will collaborate to maintain and manage an accurate donor database and contribute to Educate Texas and CFT project management systems. This position will be in Dallas.

The development team at Educate Texas is responsible for creating and supporting a comprehensive development plan to support a minimum of \$15M in annual revenues as well as to collaborate with our CFT teams to support donor advised fund growth and program activities.

Key Responsibilities

- Collaborate with the Development team to reach our annual revenue targets
- Identify, cultivate and solicit foundations and corporate donors to support general operating expenses and project-based needs
- Organize and support our system for tracking opportunities, proposals, and secured grants
- Work with internal project teams to identify the needs to successfully achieve our project goals
- Steward relationships effectively throughout the pipeline and ensure communications are timely
- Support the updating of our Customer Relationship Management (CRM) system and provide activity reports against key objectives
- Contribute to improving our systems and processes for advancing our team's goals
- Effectively engage and build relationships with philanthropic partners through a variety of interactions and events
- Work with broader staff across the foundation to maintain consistent records for cross-organization strategies

Organizational Responsibilities

- Provide support for day-to-day operations
- Database updates and management
- Support implementation of long-term strategy
- Assist in budget management and analysis and development of communication pieces
- Support preparation of project proposals and reporting

Qualifications/Skills/Requirements

- Bachelor's degree
- 3-5 years of experience in development or marketing/communications
- Strong project management, time management and organizational skills illustrating ability to pinpoint and prioritize multiple tasks and meet deadlines
- Knowledge of education issues in Texas, as well as on a national level a plus
- Demonstrates a learning mindset and desire to continually improve
- Excellent intrapersonal communications skills and ability to develop productive relationships with a variety of constituents in a variety of positions both internally and externally
- Ability to work both independently and as part of a team
- Creative thinker with desire to produce innovative and fresh ideas
- Superb proofreading and editing skills
- Proficient with customer relationship management software or databases
- Valid issued state issued driver's license

Disclaimer: The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skills required of all employees within this class.

Accommodations: Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

Send your cover letter, resume, and salary requirements to:
careers@cftexas.org.