



Job Title: Development Associate
Reports To: Senior Director of Development
Location: Central Office – Lewisville, TX
Work Duty Days: 240
FLSA Status: Full Time Exempt
Industry: Non-Profit, Social Services, Education
Starting Salary: \$45,000 with consideration for education and experience

About Communities In Schools of North Texas:

Communities In Schools of North Texas is part of a national organization, Communities In Schools®, that ensures every student has what they need to be successful in school and life. We believe that relationships are foundational to unlocking a student’s full potential. Working directly in schools across Cooke, Denton, and Wise Counties, we connect students to caring adults and community resources that help them overcome the barriers that stand between them and a brighter future. We are seeking a passionate, committed, and value-oriented individual to join our team.

Position Overview:

The Development Associate at Communities In Schools of North Texas (CISNT) supports the Resource Development Team. This position is responsible for assisting with various administrative tasks to ensure the smooth execution of fundraising and community engagement activities. The Development Associate will work closely with the Senior Director of Development and other team members to help meet organizational goals and objectives.

Qualifications:

Minimum Education/Certification:

- Bachelor’s Degree required.
- Minimum one year of successful, relevant work experience preferred.

Special Knowledge/Skills:

- Demonstrated ability to handle personal, confidential, and proprietary information with discretion and accountability, maintaining confidentiality and nondisclosure in accordance with organizational policies and employment obligations..
- Must be highly detail-oriented.
- Superior problem-solving skills.
- Excellent interpersonal skills and ability to work in a highly collaborative environment.
- Exceptional written, verbal, and interpersonal communication skills, with the ability to build relationships and collaborate effectively with diverse stakeholders.
- Strong computer skills in Microsoft Office and Google Workspace systems are required.
- Experience with Canva and CRM Systems preferred.
- Superior organizational skills, including the ability to effectively multi-task.
- Ability to work in a fast-paced, fast-changing environment and be multi-task oriented.
- Exhibit a commitment towards the CISNT mission.

Major Responsibilities and Duties:

Administrative Support

- Assist with preparing marketing materials and supplies for various events, fundraising campaigns, and donor stewardship.
- Manage inventory of apparel and giveaway items to ensure adequate supplies for events and donor engagement activities.
- Assist with ordering, receiving, and distribution of promotional materials as needed.
- Organize content for impact story planning.
- Assist with preparing and organizing social media content as needed.

Donor Relations Support

- Maintain accurate and up-to-date records of gifts, pledges, and acknowledgments records in the donor database.
- Generate acknowledgment letters, pledge reminders, and thank you communication.
- Generate reports to track donor activities, fundraising goals, and campaign progress.
- Assist with campaign implementation and management.
- Collaborate with the Senior Director of Development and Chief Advancement Officer to provide regular touchpoints of appreciation to CISNT donors.
- Support other stewardship and prospecting activities.
- Document in-kind donations in donor database.
- Assist with compiling and sending donor tax receipts.
- Research and report on best practices for nonprofit outreach efforts and donor stewardship.

Fundraising and Event Support

- Assist with soliciting donations from individuals, businesses, and community partners for CISNT fundraising events.
- Maintain accurate and up-to-date records of event materials and related documentation via designated platforms.
- Assist the Resource Development Team in coordinating and executing activation events that promote CISNT's mission and programs.
- Provide logistical support during CISNT events, including event setup/teardown, registration, and attendee engagement.
- Represent CISNT at community events when needed, engaging with the public to raise awareness and support for the organization.

Additional Duties

- Assist with donor engagement, community support initiatives, special projects, and other duties as assigned by the Senior Director of Development.

Supervisory Duties:

None

Equipment Used:

Computer, copier, digital projector, and other specialized equipment that is particularly unique to the position

Working Conditions:

- Frequent travel within Dallas/Ft Worth Metroplex
- Mental demands: Ability to communicate effectively (verbal and written)
- Work with frequent interruptions, maintain emotional control under stress.
- Repetitive hand motions.
- Occasional prolonged and irregular hours to meet deadlines

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Continuation of position is contingent upon funding.