



## ***Development Associate***

### **ABOUT BREAKTHROUGH**

Breakthrough builds a path to and through college, beginning in middle school, for students from low-income communities who will become the first in their families to earn a college degree. Our program provides academic support and individualized advising to students who statistics say will not enroll in or graduate from college without significant support. Breakthrough makes a 12-year commitment to successfully guide each of its students and families through the long and complicated process of preparing for, enrolling in and completing college. We believe that every child can achieve that success and deserves the opportunity to benefit from the life-changing power of a postsecondary degree.

Breakthrough is on a mission to double the number of students we serve over the next five years and ultimately double the number of first-generation college graduates in Central Texas. Breakthrough is expanding rapidly to meet the growing needs of our community.

### **POSITION SUMMARY:**

Breakthrough seeks a talented and enthusiastic team member whose primary role will be to execute a robust donor stewardship plan and provide general administrative support for a high functioning Development and Communications team, including: database management, gift processing and acknowledgement, prospect research, event logistics support, and Board and Development Council reporting. While reporting to the Annual Giving Manager, the Development Associate collaborates with and supports the entire Development and Communications team. The ideal candidate will be a rising development professional who is a self-starter with high emotional intelligence, impeccable attention to detail and proven project coordination skills.

### **PRINCIPAL DUTIES AND RESPONSIBILITIES:**

- Works closely with Annual Giving Manager to manage Breakthrough's donor cultivation and stewardship program through: daily gift processing; execution of robust stewardship plan; and managing, tracking and reporting all donor engagement activities in DonorPerfect
- Serve as primary manager for donor database, ensuring prompt and accurate data entry and reporting, including analysis of daily, weekly, monthly, and annual reports with Annual Giving Manager to ensure tracking toward department goals
- Prepares monthly fundraising reports for Board of Trustees
- Assists in the execution of two annual signature fundraising events and multiple programmatic events
- Regularly updates content of thank-you letters and other donor communications, ensuring thoughtful, relevant and personalization as needed
- Organizes logistics for all development-related meetings
- Holds regular cash flow reconciliation meetings with Chief Operations Officer and assists with yearly audit
- Produces mailing lists and executes all development and communications mailings
- Completes on-line applications for matching gifts, some grants, and some sponsorship requests
- Other duties as assigned

## **QUALIFICATIONS:**

- Bachelor's degree or equivalent; minimum one year of relevant experience
- Working knowledge of basic fundraising principles; experience working in a nonprofit development office, specifically in donor recognition, database management, event support, data segmentation, gift analysis, donor tracking, and donor research preferred
- Excellent written, verbal, communication and customer service skills
- Strong computer proficiency with expertise in MS Word, PowerPoint, Excel and donor database management (DonorPerfect preferred).
- Well-organized, systematic thinker with impeccable attention to detail
- Project coordination experience preferred
- Ability to communicate effectively with fellow staff members, donors, community partners, students and families, and volunteers
- Disciplined, strong work ethic
- Commitment to the mission and values of the organization
- Strong organizational, analytical, and problem solving skills
- Collaborative work style
- Ability to meet deadlines consistently, work independently, multi-task, and manage time effectively

## **HOURS**

- Breakthrough is a fast-paced, needs-responsive environment. While office hours can be flexible, full-time employees typically work more than 40 hours per week on a regular basis.
- Some evening and weekend work is required

## **COMPENSATION & BENEFITS**

- Competitive annual salary, depending on qualifications and experience
- Health, dental and vision insurance, Breakthrough pays 100% of employee premiums
- Generous paid leave policy
- Optional 401K retirement plan available with 3% employer match

## **TO APPLY:**

Please submit resume, a cover letter describing your interest and qualifications for the position, salary requirements, and a list of three references via e-mail to [openings@breakthroughaustin.org](mailto:openings@breakthroughaustin.org).

Breakthrough Central Texas is committed to a policy of equal treatment and opportunity in every aspect of its relations with its applicants, staff members, and families, without regard to race, color, ethnicity, religion, gender identity and gender expression, sexual orientation, national origin, disability, age, marital status, military status, pregnancy, or parenthood. People of diverse backgrounds are strongly encouraged to apply.