

Social Motion Skills Part-time Development Associate

Ideal candidate will perform all administrative aspects of development activities. He or she will handle all gift processing and support direct mail and grant writing efforts and help plan and implement two special events a year. Reporting into the Executive Director, this position is integral to the fundraising efforts for a nonprofit that provides social skills and vocational training for almost 200 children and young adults with autism and similar special needs on a weekly basis.

We are looking for an energetic, self-starter who has experience with fundraising and event logistics, strong communication skills and is comfortable working in different database systems. This position may require some evening and weekend hours (for special events). Reliable transportation a must.

Responsibilities:

- Process donations and prepare acknowledgement letters and other correspondence.
- Create monthly fundraising reports and dashboards.
- Work with Executive Director on information needed for grant requests and handle tracking data and demographics for grant reporting.
- Create mailing lists for direct mail solicitations and event invitations for fall and spring fundraising events.
- Aid with logistics and communications for fall and spring fundraising events
- Support donor prospecting efforts

Qualifications:

- Bachelor's (Required)
- 1-2 years of fundraising experience preferred, with an emphasis on database management and event planning
- Strong communication (written and interpersonal) skills with attention to detail
- Strong organizational skills, with the ability to abide by deadlines
- Autonomous/independent -- enjoys working with little direction
- Ability to work on a small team
- A passion for working with and serving special needs families

The compensation for this role is dependent upon skills and experience.

- Part time (20 hours per week)
- Pay aligns with experience

About Social Motion:

Located in the Spring Branch area, Social Motion provides afterschool social skills and vocational training to children and young adults with autism and similar special needs. www.socialmotionskills.org

Application process:

Send resume and cover letter to Emily Smart at esmart@socialmotionskills.org