

Good Reason Houston **Associate, Advancement Operations | Advancement Team**

About Good Reason Houston

Good Reason Houston's vision is that every child, in every neighborhood, excels in a world-class public school and thrives in the Houston of tomorrow. Good Reason Houston is on a mission to increase the number of Houston-area students learning in great schools. To achieve its mission, GoodReason Houston partners with school districts—both traditional and charter—and supports district leaders in transforming district-wide infrastructure, improving existing schools and creating new, high- performing schools.

About the Role

Good Reason Houston is seeking an exceptionally entrepreneurial, detail-oriented, and high-capacity individual to provide critical operations support to the Advancement team. The Associate, Advancement Operations will provide support to enable the organization to more efficiently and effectively fundraise towards ambitious revenue goals of approximately \$10 million annually to ensure that Good Reason Houston realizes its vision.

This role will support the team's success by ensuring accurate and accessible data, and managing systems and processes related to our fundraising operations. The ideal candidate for the Associate, Advancement Operations should be comfortable in an entrepreneurial environment and able to independently prioritize, track and organize varied types of work with exceptional attention to detail and a high bar for quality. This role will have exposure to all facets of nonprofit fundraising and operations. The ideal candidate enjoys behind-the-scenes work, a fast-paced environment, has strong organizational skills, and is a savvy and thoughtful problem solver with an eye for process improvement.

This position reports to the Managing Director, External Partnerships and will be a key member of the Advancement team at Good Reason Houston.

Primary Responsibilities

Advancement Operations

- Lead and administer cash collection systems and processes, including pledge reminders, monitoring cash targets throughout the year, and reconciliation in our database
- Coordinate effective gift-processing system to ensure team's ability to track progress to goal, including drafting and tracking of gift acknowledgements
- Support implementation of systems, track deadlines, and manage the team calendar to maximize efficiency and effectiveness of the Advancement team
- Maintain structure and organization of Advancement Team's shared drive folder, including periodic upkeep over the course of the year
- Partner with the Communications team to produce and update key print and electronic Advancement materials over the course of the year, including donor listings and one-pagers
- Provide administrative support to a range of activities to steward and cultivate Good Reason Houston donors and prospects (e.g., conduct initial prospect research, create donor profiles, draft meeting preparation, prepare meeting folders, direct mailings, etc.)
- Draft and/or edit communications coming from the Advancement team for internal and external stakeholders
- Coordinate Advancement-related meetings for the Chief External Affairs Officer and other team members as necessary
- Other duties as assigned, as the organization's fundraising program grows

Donor Data & Database Management

- Coordinate input and output of donor database, ensuring integrity and accuracy
- Maintain and track donor pledges and payments
- Support portfolio managers by efficiently tracking constituent communications, actions, events, and interactions in database
- Facilitate continuous updates and integration of donor data in donor database
- Lead improvements and documentation of standard operation procedures and policies for record management
- Coordinate and provide data to the Finance team as necessary
- Generate gift reports and provide gift information analysis (both regular reports and ad hoc upon request)
- Use data to support portfolio managers in meeting quarterly and annual goals
- Serve as Good Reason Houston's internal subject matter resource for donor database (e.g., answer questions from other functional teams, provide training to new employees as needed, etc.)

Our Team

Along with our team's core beliefs, the team traits listed below were generated by the team to capture what it looks like in action when our team is operating at our best.

We embrace and drive change. We are flexible and fierce.

We operate with a bold bias toward action. We fess up when we mess up.

We dare greatly and engage humbly. We grow as we go.

We turn up the love when we turn up the heat. We root for each other.

Good Reason Houston staff are expected to support this organizational culture by promoting and adhering to these team traits to maintain an open and cohesive work environment & relationships.

Qualifications & Key Attributes

- Bachelor's degree required
- At least 1-2 years professional work experience preferred (nonprofit fundraising experience highly preferred)
- Superior attention to detail and organizational skills
- Ability to prioritize, sequence, and execute projects
- Motivated by managing back-end operations and taking care of details, as well as getting results through others and preparing colleagues to execute
- Strong written and oral communication skills
- Exceptional personal ownership for meeting goals
- Flexibility to respond to team needs and take on team projects as needed
- Proficiency with MS Excel, Outlook, PowerPoint, and Word highly preferred
- Ability to maintain and update databases with a high level of accuracy (Experience using donor database, such as eTapestry, Blackbaud, Salesforce, etc., highly preferred)
- Demonstrated capacity to be flexible and adaptable in changing environment
- Passion about the mission, vision, and goals of Good Reason Houston and how this position contributes to the organization's success

Interested applicants can apply at visit www.goodreasonhouston.org/careers