

SpringSpirit Development Associate

"Our mission is to provide safe pathways for youth to realize life opportunities through sports, education, and mentoring programs based on Christian principles."

Reports to	Director of Development
Hours/Week	Full-time

Job purpose

The Development Associate is responsible for providing database and project management oversight for SpringSpirit's development office, with a specific focus on donor pipeline management and donor engagement. This individual will organize successful initiatives, share strategic insights, and provide logistical support (among other responsibilities), all with an overarching goal to increase funding to the organization.

Key tasks and responsibilities

- Participate in the annual development of SpringSpirit's fundraising plan
- Ensure that staff and volunteer leadership remains focused on development activities and next steps at a steady pace
- Manage deadline driven work to on-time completion, including (but not limited to) grant proposals, grant reports, newsletters, and donor meeting materials
- Maintain the pipeline of donors and remain up-to-date on the next step for each
- Manage the logistical aspects of all follow-up activities after donor engagement
- Manage the team project plan and propose new direction for organizational leadership to consider as things change
- Prepare bios, talking points, and presentation materials to support all donor meetings
- Conduct database review, data cleansing, data manipulation, and reporting to maintain and communicate accurate donor information
- Process all donations and issue appropriate tax receipts and thank you letters
- Make deposits and reconcile accounts with the SpringSpirit accountant
- Oversee donor communication by gathering/writing impact stories, preparing newsletters, annual reports, cataloging photos, etc.
- Manage and execute donor appreciation and stewardship initiatives
- Prepare for site visits and assist, as needed
- Assist in planning, organizing and leading fundraising events, as needed
- Other tasks as assigned

Expectations

- Leverage resources in an efficient and effective manner
- Present oneself in a positive, professional and Christian manner that builds community and partner connections
- Embrace SpringSpirit core values and mission goals
- Mentor a SpringSpirit program participant
- Attend ongoing training and professional development

Qualifications

- Highly skilled in project management and motivated to take initiative
- Strong problem-solving skills—identifying alternative solutions to obstacles
- Effective management of stakeholders at multiple levels of an organization to take action and meet deadlines
- Ability to work accurately and precisely with detailed material and information
- Ability to work in a dynamic, entrepreneurial, and fast pace environment
- Excellent writer and communicator and able to assist with grant writing, impact publications, and general communications
- Articulate, professional demeanor with refined interpersonal skills and self-confidence
- Excellent working knowledge of Microsoft Office and eTapestry or other donor management systems (Raiser's Edge etc.)
- Experience with event planning for groups of ten to three-hundred.
- A strong personal connection to the mission of SpringSpirit , including professing the Christian faith
- Bachelor's degree preferred
- 2+ years of experience in development or advancement (preference is with a non-profit organization in the Houston area)
- Interest in growing into more advanced and leadership roles over time

Direct reports

None

Contact information

Please submit a letter of interest and resume to Careers@SpringSpirit.org, attention Alison Young.