



Associate, Advancement Operations | Advancement Team

Job Description (Updated 09-2022)

About Good Reason Houston

Good Reason Houston works to reshape the Houston education landscape by inspiring hope, possibility, and action. We believe that all Houston students deserve an excellent and equitable education, and we work to elevate school performance to achieve our mission of growing the number of students learning in great public schools.

Good Reason Houston's work focuses on two key levers: Rally Houstonians for Change and Grow & Sustain Great Schools. Both of these strategies serve to realize our vision of every child in every neighborhood having access to a world-class public school and thriving in the Houston of tomorrow.

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.

The primary responsibilities of this role are gift processing, database management, revenue forecasting, and administration of advancement software. 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, and will be responsible for delivering accurate and accessible data, and maintaining system and processes essential to fundraising operations.

This position reports to the Chief External Affairs Officer 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 and execute effective gift-processing system that allows team to track progress to goal; prepare and track all gift acknowledgements
- Implement new systems to increase efficiency, track deadlines, and manage team calendar to maximize effectiveness of Advancement team
- Maintain file structure and organization of Advancement Team shared drive, including periodic upkeep
- Collaborate with Communications to produce and update key documents and materials throughout the year (including donor listings and one-pagers)

- Provide administrative support to facilitate stewardship of donors, including: scheduling donor meetings, managing weekly team meetings, prepare for weekly CEO meetings, prospect research and share regular progress correspondence
- Draft and/or edit communications coming from the Advancement team for internal and external stakeholders
- Other duties as assigned, as the organization's fundraising program grows

Donor Data & Database Management

- Lead transition and implementation of Salesforce platform, serve as organization's salesforce administrator
- Maintain and track donor pledges and payments
- Support Advancement team by efficiently tracking constituent communications, actions, events and interactions in database – ensuring information is up to date and accurate
- Lead improvements and documentation of standard operation procedures and policies for record management
- Coordinate and provide data to the Finance team as necessary
- Serve as liaison with Finance team to share data, reconcile gifts and prepare tax acknowledgements
- Generate gift reports and provide gift information analysis (both regular reports and ad hoc upon request); prepare forecasts as requested, including quarterly revenue forecasts and gift analytics
- 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 core beliefs, the traits listed below were generated by the team to capture what it looks like in action when 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 2-3 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
- Expert proficiency with MS Excel, Outlook, PowerPoint, and Word required
- Ability to maintain and update databases with a high level of accuracy (Experience using donor database required, experience using Salesforce 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

Working at Good Reason Houston

Good Reason Houston offers a competitive salary commensurate with experience in a similar position. The starting salary range for this position is \$50,000 - \$60,000K. New hires are offered a salary depending on qualifications, internal equity, and the budgeted amount for the role. Good Reason Houston also has a 401(k) (automatic 3% employer contribution), life, medical, dental and vision insurance packages. Each employee accrues 35 paid time off days per calendar year in addition to the 19 paid holidays per year. Good Reason Houston is an office-based organization, but allows for virtual work on Mondays and Fridays.

Apply at www.GoodReasonHouston.org/Careers