



**Title:** Development Associate

**Reports To:** Development Director

**Classification:** Full time permanent

**Salary:** Commensurate with experience

### **Position Summary**

The Texas Trees Foundation (TTF) seeks a Development Associate who believes in the transformative power of trees and will be responsible for certain key segments of TTF's annual fundraising while also ensuring Development operations run smoothly. This role is ideal for an experienced fundraising professional with **3–4 years of relevant nonprofit development experience**, who is ready to take full ownership of campaigns, grants, and donor engagement strategies. The Associate will ensure recognition and benefit commitments to our funders are fulfilled. They must be comfortable working in a donor database, such as to generate a list of prospects or for a mailing. The Associate will also be empowered to develop and execute new fundraising strategies specifically targeted at increasing our base of unrestricted funds. This position collaborates across departments, and we expect the Associate to be self-directed, deadline-oriented, and experienced in donor communications. We are seeking applicants who are passionate about nature and want to grow over the long term with TTF.

### **Organization**

**Mission: Improving the health of cities and trees through the transformative power of trees.**

Texas Trees Foundation, a 501(c)(3), is dedicated to connecting people with trees with the goal of improving human health and wellbeing. This organization implements research-based greening in hopes to educate and mobilize the public to increase stewardship of the urban forest. Texas Trees collaborates with urban planners, landscape architects, developers, organizations, corporations, and municipalities to improve the overall quality of life in urban communities.

### **Core Responsibilities:**

#### **Fundraising**

- Initiate renewal conversations with funders, striving to strengthen and grow existing relationships.
- Identify and pursue new corporate, foundation, and government funding opportunities with an emphasis on securing new sources of unrestricted funding.
- Maintain and execute a grants calendar, ensuring timely submissions and compliance with reporting requirements.
- Serve as lead grant writer. Generate final reports for funders.
- Plan and execute annual fundraising campaigns (e.g., year-end appeal), including mailings, email marketing, and social media—from strategy through execution.
- Coordinate with funder and TTF staff to process agreement paperwork.
- Attend internal planning meetings with various staff members and development team
- Attend meetings with prospective funders as appropriate.



### **Donor Stewardship**

- Coordinate site-specific benefits for project funders, including volunteer logistics. Attend TTF events (tree plantings) as requested to ensure funder agreements are fulfilled.
- Download/process online donations.
- Ensure acknowledgement letters are accurate and sent in a timely manner.
- Ensure the various donor benefits are fulfilled.
- Generate and maintain donor listings, including funder logos on TTF website.

### **Database management**

- Use the DonorPerfect database to ensure data integrity (e.g., eliminating duplicates), generate reports, segment donor lists, and support fundraising efforts.

### **Core Knowledge & Skills:**

- Innovative thinker who can formulate and pursue new fundraising opportunities
- Highly reliable to independently manage tasks and meet deadlines
- Ability to work effectively with multiple priorities and deadlines
- Ability to work in collaboration with various departments to achieve outcomes
- Ability to work with a broad range of people including staff and outside partners
- Willing to ask for assistance when necessary
- Strong ability to work in a database, such as to update records and run reports
- Excellent writing skills
- Can align research to specific grant applications
- Excellent interpersonal communication skills

### **Qualifications:**

- Demonstrated professional growth over several years with the same employer
- Knowledge of proposal submission and fundraising process
- Experience with a donor management software platform, DonorPerfect preferred
- Ability to study and understand programs and funding requirements of the organization
- Proactive approach to problem-solving
- Multitasking, organizational and time management skills
- Strong prospect research skills and knowledge of information sources
- Ability to handle confidential matters with utmost integrity
- Proficient in Microsoft Office Suite (Outlook, Word, Excel, and PowerPoint)

### **Education/Experience**

- Bachelor's Degree in Liberal Arts, Journalism, Business, Nonprofit management, or similar
- Minimum of three to four years of nonprofit fundraising experience, with a demonstrated track record managing development initiatives such as grant writing, appeal campaigns, or donor stewardship

### **Important Qualities**



- A passion for working on environmental projects that create healthy communities Patience, compassion, development of accurate and on-time deliverables, and professionalism
- Strong commitment to the mission and goals of the Texas Trees Foundation
- Open to growing and advancing within TTF and being part of the team for many years

**Work Environment:**

- Hybrid working environment
- This is a full-time position which provides competitive pay commensurate with experience