



of Metropolitan Dallas

Position Title: Development Associate
Category/FLSA Status: Full-time, Exempt
Supervisor: Chief Philanthropy Officer
Supervises: N/A

Position Summary:

This dynamic position is responsible for soliciting and securing funding for the organization as outlined each year in the Fund Development Plan. Duties and areas of emphasis will shift each year based on the priorities and funding needs of the organization. The Development Associate is primarily responsible for grant proposal and report writing, along with other duties such as special event coordination and gift solicitation performed as needed. This individual must have excellent writing and interpersonal skills to share the Girls Inc. story in a variety of ways to a broad range of audiences (foundations, corporations, visitors and donors). Fund development is critical to the success of Girls Inc. and our ability to provide high-quality programming to girls from underserved areas of Dallas.

Grant Writing (85%)

- Develop creative, compelling grant proposals that convey the organization's mission and impact to funders while demonstrating alignment to their respective priorities.
- Maintain a grants calendar to ensure timely submission of letters of inquiry, applications, proposals and reports.
- Stimulate interest and enthusiasm within the community for agency and interpret agency programs/outcomes to interested individuals and groups.
- Keep accurate, timely and up-to-date records for all grant proposals, applications and reports and enter data into Raisers Edge.
- Ensure all required reports to funders are completed accurately and submitted on time.
- Work collaboratively with agency staff to obtain information needed for proposals or reports.
- Participate in staff meetings and conferences to share ideas and concerns, and work collaboratively with other staff to meet agency goals and achieve staff objectives.

Other Development Duties as Assigned (15%)

- Assist with the development, coordination and execution of special events.
- Perform periodic prospect research on potential funders.
- Coordinate and host tours of Girls Inc. campuses for visitors and potential donors.
- Develop and present sales decks to potential funders.
- Assist with special donor appeals and mailings.

Minimum Qualifications:

- Bachelor's degree, with courses in English, journalism, communications, marketing or sociology.
- Two years of experience in the nonprofit sector.

- Skill in managing multiple projects simultaneously to meet deadlines.
- Ability to understand and execute complex instructions.
- Excellent writing skills.
- Skill in working with diverse clients, staff, and communities; ability to facilitate cooperative work.
- Ability to inspire, stimulate, and encourage creativity and innovation.
- Knowledge of Microsoft Office programs.
- Possess reliable transportation and a valid Texas driver's license.

Preferred Qualifications:

- Five plus years of experience grant writing
- Two years or more in a Development role.
- Experience with Blackbaud products (Raiser's Edge and Luminate Online).

Physical Requirements and Work Environment:

This position requires the ability to operate phones, computers, and other office equipment, and the physical ability to perform light lifting. This person must be able to communicate effectively with funders. Work is performed in an office setting. This person may be required to travel to various locations throughout Dallas County. Generally, the working conditions have little or no exposure to extremes in safety hazards or hazardous materials.

Equal Employment Opportunity:

Girls Inc. of Metropolitan Dallas provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, marital status, veteran status, genetic information, or any other discrimination prohibited by law. The agency complies with all applicable federal, state, and local laws, regulations, and ordinances prohibiting employment discrimination.

To apply:

Send résumé to selliott@girlsincdallas.org with the subject line "Development Associate." No phone calls please.