



## **DEVELOPMENT ASSOCIATE**

The Cibolo Nature Center & Farm's (CNC&F) mission is the conservation of natural resources through education and stewardship. We provide programming for children, adults and families while protecting critical natural areas. The organization manages 160-acres of Texas Hill Country land in the growing community of Boerne, Texas, and welcomes over 100,000 visitors each year. This position is full-time.

### **JOB SUMMARY**

The Development Associate participates as a primary support role for a fast-paced Development office and is charged with a wide variety of grant writing activities to meet the financial goals of the organization. This position reports directly to the Director of Development and occasionally works directly with the Chief Executive Officer. The Development Associate is responsible for assisting in developing and implementing strategies aimed at attracting financial support through grants, communications and other duties to promote the CNC&F and strengthen the brand as a resource for environmental education, conservation and community. This position will also assist with events and special projects as assigned.

### **RESPONSIBILITIES**

- Write grants and ensure timely and accurate report deliverables to help meet the financial goals of the organization (up to 60 grants and/or LOI's and RFP's annually).
- Research local, regional and national funding opportunities to include corporate and foundation grants. Knowledge of grant database resources (Guidestar, Foundation Directory, etc.) preferred.
- Develop and maintain prospect and grant tracking spreadsheets to include research, key contacts and key dates; accurately reflect those dates on an annual grant and prospect calendar.
- Collaborate with program staff on narratives, storytelling, reporting and develop appropriate measurement tools, such as surveys, to satisfy stewardship and reporting requirements.
- Work with and support the Director of Development to cultivate and steward donors and prospective donors including appeals and digital communications.
- Support, create and manage a plan to recruit, renew and retain individual and corporate members
- In coordination with the Marketing Coordinator, plan, research, write, edit and coordinate communications including, but not limited to, newsletter, website, brochures, press releases and public announcements, presentations, feature articles, flyers and reports.
- Refine and assist in updating the acknowledgment process including writing tailored messages for designated giving.

- Support the Chief Executive Officer and Director of Development with correspondences, presentations and speeches, as needed.
- Independently manage special projects as assigned including assisting with donor events and ensuring efficient registration processes.

### **SKILLS AND EXPERIENCE NEEDED**

The ideal candidate has 3-5 years of advanced experience in the nonprofit development field to include: grant writing, strategic development and non-profit communications. The Development Associate must demonstrate good organizational and excellent written and verbal communication skills. Additional experience in non-profit financial reporting, grant reporting, budgeting, and communications is ideal. A passion for environmental conservation is preferred. The candidate should demonstrate:

- Proven performance of successful work in the development field
- Strong writing skills
- Ability to prioritize and handle multiple projects or tasks, and meet deadlines with limited supervision
- Ability to respect confidential information and handle appropriately
- Ability to work with a broad spectrum of people to include Board members, volunteers, donors, and other staff members
- Proficiency of Microsoft Office programs
- Knowledge of donor management software
- Able to work in a small, face-to-face environment that values a high degree of teamwork and collaboration
- Discipline and the ability to follow-through on projects while being attentive to key details
- An understanding of the field of development as a total system and an ability to manage resources to execute according to a comprehensive strategic plan
- Ability to work occasional nights and weekends

**The Development Associate will perform other duties as assigned by the Director of Development or the Chief Executive Officer.**