

Development Associate

The Development Associate is responsible for fundraising through a variety of tasks, including gift solicitation and fundraising events, alongside the Development team to maximize financial resources and strengthen community involvement.

North Clinic Location: 1101 Camino La Costa, Austin, TX 78752

Compensation: \$26.00 - \$29.00 hourly based on experience and qualifications

Responsibilities

Under the supervision of the Chief Development & Communications Officer, the primary responsibilities of this role include:

- Assist with planning and execution of fundraising events (hosted in-person and virtually).
- Assist with all other fundraising programs.
- Maintain accurate and up-to-date donor and prospect data in the Raiser's Edge database.
- Work as part of the Development team to assist in accurate and timely entry of all incoming gifts into Raiser's Edge database and ensure donor details are up to date.
- Work with donors, volunteers, and other clinic supporters.
- Assist with administrative projects, including processing daily receipts, mail-outs, purchasing, maintaining departmental supplies, and special events inventory.
- Identify opportunities to improve workflow, processes, and procedures and work cooperatively to implement these and other quality improvements.
- Adhere to HIPAA guidelines.

Qualifications

Education:

- High School Diploma/GED.
- College degree in a related field is strongly preferred.

Experience:

- Two years' experience in business office and clerical work required
- Two years' development experience and/or special event experience

Knowledge, Skills, and Abilities:

- Experience with Raiser's Edge fundraising software is strongly preferred
- Superior attention to detail and strong analytical skills
- Flexibility and skill at managing multiple projects in a fast-paced environment

- Excellent verbal and written skills
- Ability to work independently while functioning as a member of a team
- Strong interpersonal skills, including the ability to communicate effectively with people of varying backgrounds and abilities

Certificate/License: None

Our Benefits Include:

- 18 PTO days per year & 11 paid holidays
- Major Medical Health Insurance Coverage. Most employees experience \$0 in out-of-pocket medical expenses.
- Dental & Vision
- Flexible Spending Accounts
- Employer-paid Life Insurance
- Employer-paid Short-Term and Long-Term Disability
- Annual Training
- 403(b) with 5% employer matching

Steps on How to Apply:

- Visit the **People's Community Clinic** website.
 - [Job Listings at People's Community Clinic](#)
- Go to the **Careers** page.
- Complete and submit your application.

People's Community Clinic is committed to equal employment opportunity regardless of race, color, national origin, religion, gender, sexual orientation, age, language, disability, pregnancy, gender identity or sex stereotyping.