



Job Title	Development Engagement Associate	Department	Revenue Team
Status	Exempt, Full-time	Reports to	Chief Financial Officer

General Description

The Development Engagement Associate works with the revenue team to grow revenue and engage supporters. Working collaboratively within the revenue team and across the Cliburn, this position implements a comprehensive revenue plan to raise gifts and deepen relationships. The Development Engagement Associate generates revenue primarily through events, and focuses on engaging volunteers.

Responsibilities

Fundraising

Generates revenue primarily through events and gifts from volunteers (including board members). Assists with annual campaigns, appeals, and other fundraising efforts.

- Networks within the community to build awareness and engage supporters
- Makes solicitations and requests/proposals
- Writes/edits/proofs thank you letters and other communications
- Actively documents actions and data in Raiser’s Edge (CRM system)

Events Production

Assists with producing events.

- Assists with invitations, venue arrangements, rentals, seating charts, and other event components
- Manages RSVPs and assists with attendee communications
- Assists with day-of set up and tear down

Volunteers

Implements the volunteer program to meet the volunteer needs of the organization

- Cultivates and maintains relationships with volunteers, including board members
- Recruits volunteers
- Assists with onboarding, processing forms, and placement of volunteers
- Manages volunteer touch points and documents in Raiser’s Edge
- Assists with volunteer meetings and orientations, and communications and tracking

General Support

- Attends Cliburn programs and events
- Maintains a community presence to forge new relationships
- Adheres to the highest ethical standards; demonstrates empathetic disposition and perseverance; reflects optimistic and positive attitude, and conveys sensitivity to needs of donors
- Enthusiastic commitment and willingness to participate above and beyond enumerated job responsibilities alongside all staff working to achieve the Cliburn’s mission

Education, Experience, and Attributes

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| <ul style="list-style-type: none"> • Bachelor’s degree required • Familiarity with Raiser’s Edge or other CRM • Fundraising and/or volunteer experience preferred • Driver’s license valid in the state of Texas required • Trustworthiness and ability to handle confidential materials and situations | <ul style="list-style-type: none"> • Self-motivated and directed • Strong organizational skills and attention to detail with high degree of accuracy • Ability to prioritize conflicting demands and multiple projects, meeting deadlines in a fast-paced environment • Flexible; ability to problem solve and adapt to changes quickly and with grace |
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*** Accountable ▪ Consistent ▪ Self-Regulated ▪ Punctual ▪ Collaborative ▪ Committed to the Cliburn’s Mission ***