



Development Associate

Position Summary

The Development Associate's role is to strengthen the overall impact and the long-term sustainability of the SAISD Foundation through support of a comprehensive annual development plan and robust fundraising goals. This is a new position that reports to the Development Director.

The Development Associate plays a vital role in supporting fundraising operations and donor engagement efforts, working closely with the Development Director and Executive Director. The position helps drive the success of the organization's fundraising initiatives through thoughtful management, communication, and stewardship. This position provides an excellent opportunity to work in a thriving organization where employees can both make a significant contribution to work focused on supporting students and teachers and grow in the field of non-profit fundraising and administration.

As a 501(c)3 public charity, the organization currently raises \$4M per year with \$7M in assets and serves as the primary nonprofit educational corporation for the San Antonio Independent School District.

Essential Functions / Key Responsibilities

Data Management

- Maintain accurate and up-to-date donor records in Bloomerang CRM and QGiv, with a focus on giving appeals, crowdfunding campaigns, segmented outreach, and individual and corporate contributions.
- Generate and analyze regular giving reports for senior leadership and the board, identifying trends and insights to inform fundraising strategy.
- Perform routine donor database maintenance, including updating records, merging duplicate entries, and handling failed payments.
- Maintain foundation profiles on external giving platforms including YourCause, Benevity, and similar platforms, to ensure accurate integration and data entry in Bloomerang.





Fundraising Operations and Donation Management

- Collaborate on the processing of sponsorships, ticket sales, and appeals for the organization's three major fundraising events.
- Support third-party fundraising initiatives and relationships.
- Steward scholarship funders by preparing and distributing regular student updates.
- Support online and peer-to-peer giving campaigns, including The Big Give, Champions For Charity, and SAISD campus led campaigns.
- Manage donation processing and accounts receivable, including gift entry, tax receipts, and pledge tracking.
- Collaborate with the Finance Manager on accurate income and accounts receivable reporting.
- Collaborate with the Digital Marketing Coordinator to prepare donor letters, promotional content, and pitch materials for fundraising initiatives.

Required Education and Experience

- Minimum of an Associate's degree required.
- 2 years of minimum experience in office administration, data management, fundraising, or development-related roles.
- Experience with a database and CRM software for data entry & retrieval.
- Working in an office setting as a team player.

Knowledge, Skills, & Abilities

- Strong proficiency with Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and G Suite (Google Sheets).
- Strong work ethic with the ability to maintain a high degree of professionalism and confidentiality.
- Ability to establish and maintain positive working relationships with others, both internal and external, to achieve the goals of the organization.
- Ability to set priorities, develop a work schedule, monitor progress towards goals, and track details, data, information, and activities.
- Possesses excellent written and verbal communication skills with the ability to relate to donors, staff, and the general public.
- Ability to thrive in a fast-paced environment.





Working Conditions

Work Environment:

- In-office shared workspace.
- Ability to work flexible hours for scheduled occasional evenings or weekends, foundation events as needed to support the team.

Additional Requirements:

- Satisfactory outcome of a fingerprinting background check. The applicant pays a non-refundable fee (approximately \$50.00).
- State-issued ID.
- Reliable transportation.

Supervisory Responsibilities/Direct Reports

This role reports to the Development Director.

Terms & Compensation

This is a full-time, salaried position starting at \$50,000 based on experience. Regular working hours are 40 hours a week, with occasional evening/weekend support of scheduled events with an adjusted weekly schedule to accommodate activities. This is an 11 to 12-month position with a robust vacation package aligned to a school calendar. Work is based in the SAISD Foundation offices. This position is eligible for benefits, including 3% IRA contribution.

Application

To apply, please submit a resume and two references to Lia Payne-Drayton, SAISD Foundation Development Director, at lpayne1@saisd.net. Please include "Development Associate" in the subject line.

