

	<b>Dallas Afterschool</b> Dallas Afterschool, a 501(c)(3) nonprofit formed in 2007 works to level the playing field for children of all races and economic backgrounds by informing community stakeholders, supporting afterschool and summer programs and their staff members, and coordinating community resources. We envision a community with the resources and the will to provide impactful learning beyond the school day for all children.		
<b>Job Title:</b>	Development Associate	<b>Reports to:</b>	Vice President of Development
<b>Employment Status:</b>	Part-Time/Hourly up to 24 hours	<b>Manages Others:</b>	No
<b>Job Description:</b>			
<p>Dallas Afterschool is seeking a motivated Development Associate to join our team. This role will work closely with the VP of Development and will be responsible for helping raise support for and awareness of Dallas Afterschool. This individual will help create and strengthen organizational relationships with key stakeholders through the effective delivery of Dallas Afterschool's fundraising campaigns, events, and communications. Specifically, this individual will:</p> <ul style="list-style-type: none"> <li>• Provide support and coordination for all fundraising and stewardship-related activities.</li> <li>• Coordinate and provide support for Dallas Afterschool's signature fundraising event, RECESS.</li> <li>• Work collaboratively with the VP of Development in cultivating, soliciting and stewarding donors and sponsors.</li> <li>• Recruit and supervise volunteers and coordinate volunteer activities.</li> <li>• Maintain Dallas Afterschool's communications calendar, social media platforms and assist with targeted communications and collateral, as needed.</li> <li>• Compile client impact stories, photos, and testimonials that illustrate the value of Dallas Afterschool and the importance of Out-of-School Time programming.</li> <li>• Other duties as assigned.</li> </ul>			
<b>Knowledge/Skill Qualifications:</b>			
<ul style="list-style-type: none"> <li>• Strong knowledge of best practices in nonprofit fundraising.</li> <li>• Excellent interpersonal and communication skills and the ability to relate effectively to diverse groups of people from all social and economic segments of the community. Track record of building authentic, constructive relationships with others.</li> <li>• Demonstrated ability to effectively communicate impact and tone through the written word.</li> <li>• Strong project management skills, analytical skills, creativity, and resourcefulness.</li> <li>• Working knowledge of Adobe Creative Suite, Canva, Salesforce, Constant Contact, WordPress, Microsoft Office, various content management systems, Facebook, Instagram, and Twitter.</li> </ul>			
<b>Professional Requirements:</b>			
<ul style="list-style-type: none"> <li>• Minimum of 1 year of full-time professional experience in fundraising for a 501(c)(3) nonprofit organization.</li> <li>• Experience with professional grant writing a plus.</li> <li>• Passion for the importance of safe, high-quality afterschool and summer programs.</li> <li>• Working knowledge of best practices in nonprofit management.</li> <li>• Availability to work irregular hours, including evenings</li> <li>• Reliable transportation</li> </ul>			
<b>How To Apply:</b>			
<ul style="list-style-type: none"> <li>• Please send resume to <a href="mailto:jobs@dallasafterschool.org">jobs@dallasafterschool.org</a>. Include "Development Associate" in subject line.</li> <li>• Due to the volume of applicants, you will only be contacted if our selection committee chooses to schedule an interview with you.</li> <li>• No phone calls please!</li> </ul>			
<b>Dallas Afterschool Strategic Plan Initiatives:</b>			
<ul style="list-style-type: none"> <li>• Amplify – Provide professional development for educators</li> <li>• Inform – Serve as the trusted source for data and insight</li> <li>• Mobilize – Build partnerships to expand access to quality programs</li> </ul>			
<p><i>Dallas Afterschool is an equal opportunity employer. We are committed to a work environment that supports, inspires, and respects all individuals and in which personnel processes are merit-based and applied without discrimination based on race, color, religion, sex, sexual orientation, gender identity, marital status, age, disability, national or ethnic origin, military service status, citizenship, or other protected characteristic.</i></p>			