



Development Associate

Writers in the Schools (WITS) seeks a Development Associate to play a key role on our Development team. This position requires a proactive, organized, kind, and creative individual with strong writing and communication skills. The ideal candidate is a team-oriented development professional who takes initiative, can manage multiple projects, communicates clearly and directly, pays close attention to details, maintains impeccable records, meets deadlines, and supports event planning. This position will fuel storytelling, relationships, and growth as Writers in the Schools strives to bring creativity and literacy to 68,000 children and teachers annually.

Required Experience:

- 2+ years as a development professional at a nonprofit, or equivalent
- Outstanding writing skills, with proven success generating grant proposals, impact reports, work plans, and various development-related communications
- Demonstrated success with database management including data collection, entry, and maintenance
- Experience with relationship management processes (i.e. implementation of acknowledgements for grants and gifts received) as well as with planning and executing fundraising events
- Experience working both independently and as part of a team to accomplish project goals

Essential Skills:

- Extremely organized, detail-oriented, and solution-focused
- Ability to engage warmly and professionally with donors, funders, and/or stakeholders
- Readiness to effectively and efficiently use Microsoft Office and navigate database applications (Salesforce experience preferred, but not required)
- Confidence working independently, requesting support, managing workload and deadlines, and asking excellent questions in order to drive progress
- Enthusiasm for teamwork, open and direct communication, accountability, and learning
- Values discretion and professionalism and maintains strict confidentiality surrounding donor-related information

Core Duties:

- Support WITS Director of Development and Community Partnerships and WITS Development and Communications Manager with nurturing stakeholder relationships throughout the year
- Write and submit grant proposals, reports, and development-related communications



- Oversee administrative aspects of department including proper and timely acknowledgement of monetary and in-kind donations and sponsorships
- Serve as department lead in the maintenance of development data and documentation; support creation, organization, and upkeep of all development records via Salesforce
- Produce and maintain recurring reports on departmental fundraising progress; provide ongoing administrative support for donor prospecting, cultivation, solicitation, and stewardship
- Assist WITS Accounting Manager with reconciling cash and in-kind gifts, gathering grant-related accounting information, and preparing for annual audit
- Support department with planning and execution of fundraising and outreach events; support all written communications surrounding events
- Support marketing staff in creation of development-related collateral (i.e. donor engagement materials)
- Offer administrative support as requested

Compensation and Benefits:

The Development Associate reports to the Director of Development and Community Partnerships and the Development and Communications Manager. The position is full-time (40 hours/week), with some evening and weekend events, and the position is classified as non-exempt. This is a full-time role based at our Houston office. Work is currently mostly remote due to COVID19.

Salary range for this position is \$40,000-\$43,000 annually. WITS offers a competitive compensation package with benefits, including medical, dental, and vision packages, paid vacation and holidays, a generous optional retirement plan, and a dynamic, collaborative, and friendly work environment.

Application Process:

Qualified applicants should submit a cover letter, résumé, and writing sample addressed to Meggie Monahan at give@witshouston.org.