



## **Development Associate**

**Department:** Development

**Status:** Full Time Employment

### **Summary:**

Development Associate is responsible for cultivating and growing relationships for Texas Values by building authentic and lasting partnerships with current and future donors.

### **Essential Job Functions:**

- Reports to President & Vice President.
- Strategizes communication with key ministry partners for their contributions through touches – via phone, print, email, visitation and events
- Develops, manages, and documents donor relationships for Texas Values
- Identifies opportunities and establishes, nurtures, and deepens relationships with donors, foundations, and corporations
- Accurately records all pertinent donor information in data base
- Formulates event goals, strategies, objectives, and who should be in attendance
- Effectively presents and asks for financial partnership when appropriate
- Provides information, when appropriate, concerning innovative asset-based giving solutions
- Fulfills the responsibilities of the job description
- Travels up to 40% annually

### **Knowledge, Skills, and Abilities:**

- Mature Christian believer, who demonstrates godly principles in all aspects of life
- Views development role with a ministry passion and is able to articulate the mission and vision of Texas Values

- A firm understanding of the defense of religious freedoms, Biblical marriage and family, and protection of innocent human life.
- Strong interpersonal and organizational skills, with a keen self-awareness
- Sets goals and initiates implementation and follow through
- Highly developed listening and questioning skills
- Able to communicate and articulate through writing and public speaking on various public policy issues, business acumen, and general current event knowledge
- Ability to engage and serve a variety of people and personalities
- Able to handle security-sensitive information and maintain confidentiality
- Capable of managing and implementing a variety of tasks in a fast paced and challenging environment

**Preferred Education and Experience:**

- Bachelor's degree
- 3+ years of experience in customer service, sales, and /or related fields
- Proficient with contact management systems (CMS) and working in constituent relationship management (CRM) systems

**Interested parties should email a resume and cover letter to [info@txvalues.org](mailto:info@txvalues.org) with the subject line “Development Associate”.**