



# AFSSA

ASIAN FAMILY  
SUPPORT SERVICES  
OF AUSTIN

## Fund Development and Executive Team Coordinator

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### **About AFSSA:**

Started in 1992, *Asian Family Support Services of Austin* is a non-profit organization that exists to break the cycle of violence in Asian and immigrant communities through Education, Advocacy, and Empowerment. AFSSA empowers Asian survivors of domestic violence and sexual violence, improves their access to services, and increases community awareness of various forms of gender-based violence and oppression.

***AFSSA is guided by its core values: Prevention, Advocacy, Responsiveness, and Transformation.***

***AFSSA is committed to providing the highest quality, client centered and strength based services.***

### **Position Summary:**

The Fund Development Coordinator (FDC) provides administrative support, executes tasks, and coordinates activities of the Executive Director, Board, and Leadership team to successfully meet agency goal to raise \$1M+ revenue. Duties include researching and contributing to prospective donor list, directly securing/scheduling fund development meetings, maintaining foundation grant and major donor trackers. The FDC inputs weekly status updates of major donor meetings and foundation grant activity in a dashboard and database. They assist with editing, formatting, and printing proposals and grant applications; format and build power point presentations, format and edit grant applications; secure/schedule meetings between new potential supporters and AFSSA executives/Board members. They execute logistics related to online giving campaigns (Amplify Austin, Giving Tuesday) and logistics of funder social gatherings. The FDC compiles fund development activity on a weekly basis, and generates weekly call/deliverable lists for the next week's activity. The FDC cleans spreadsheet mailing lists and executes mail merges for thank you letters and donor acknowledgments, and inputs data into a database in adherence with AFSSA's style guide. The FDC ensures that AFSSA Executive team communicates commitments/goals/projects to appropriate team members' workplans.

This position requires cultural humility, professionalism, discretion, confidence in calling/speaking with people who are not familiar with AFSSA, a highly honed ethic of confidentiality, and experience in driving results in a collaborative environment. Successful candidates will contribute high energy and enthusiasm for AFSSA's mission and goals, thrive in a goal-oriented and deadline-driven environment that requires persistence.

This position will report to the Executive Director.

### **Essential Job Functions:**

- Complete profile sheets of prospective individual, corporate, and foundation supporters
- Secure and schedule meetings between prospective supporters and AFSSA Executives, board members
- Produce weekly physical mail merges/thank you letters, postcards; create accurate, clean mailing lists for mass mailings; produce polished letters and postcards for physical mail merges (thank you letters, tax acknowledgements, announcements,

- and other mass mailings) and digital mass mailings
- Update and maintain fund development project status dashboard for weekly reporting; track executive progress toward individual fund development goals
- Update philanthropic grant application dashboard for bi-weekly reporting
- Perform daily data entry and weekly database reports
- Perform tasks and coordinate logistics of digital campaigns: Amplify Austin, Giving Tuesday, and others as needed
- Produce polished, final-format fund development proposals, with content guidance from executive team
- Perform tasks, take notes, coordinate and schedule meetings that support implementation of projects that involve major donors, in coordination/collaboration with various teams
- Manage logistics for stakeholder social gatherings – communications/announcements, RSVPs, catering, agendas
- Attend and take notes at foundation grant application webinars, mandatory meetings, agency meetings as required; file and organize related materials
- Maintain privacy of donor/foundation financial information, exercise discretion and judgement in communication
- Adhere to all agency, state and federal policies and regulations and ethics
- Model AFSSA values in decision-making, action, interaction with colleagues and stakeholders
- Perform other duties as assigned by the Executive Director

**Required knowledge, abilities, and skills:**

- 3 years of experience in administrative support, executive team support, project management, or fund development; relevant training/certificates/education may substitute for 1-2 years of experience
- Highly organized, self-motivated, deadline and detail oriented, persistent, person-centered
- Data entry and data query/report experience (Salesforce, Bloomerang preferred)
- Ability to format, create, edit documents and workbooks in MS Word, Excel, Powerpoint, Outlook required; additional preference for Google Docs, EventBrite, ConstantContact, Slack, Asana
- Experience working in fast-paced, performance-oriented environment, supporting leaders who have competing priorities
- Knowledge of domestic/sexual violence, Asian cultures, respect for all cultures, and ability to interact with diverse groups
- Native English fluency required; strong familiarity or fluency in one or more Asian languages preferred
- Proficiency in the use of computers, internet searches, smartphones
- Must submit to and successfully complete a background investigation
- Ability to maintain respectful, productive, generative relationships with staff and all stakeholders
- Ability to plan and organize work in an effective and timely manner
- Ability to maintain flexible schedule in accordance with program needs

**SPECIFICATIONS:**

**FLSA Status:** Full-Time Exempt

**Salary Range:** \$50,000+, commensurate with demonstrated experience

**Benefits:** Paid Time-Off (PTO), official holidays, comp-time, health insurance, 3% retirement match benefits.

**Hours:** Minimum 40 hours per week. Must be available to work evenings and weekends. During peak periods, additional hours may be required.

**Required:** Valid U.S. work permit

**Note:** This position is subject to grant funding

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