



### **ABOUT ASIAN FAMILY SUPPORT SERVICES OF AUSTIN (AFSSA)**

AFSSA is a non-profit organization located in Austin, Texas with a staff of thirty-seven professionals who are passionate about breaking the cycle of violence in Asian and immigrant communities. Through education, advocacy, and self-advocacy, we empower Asian survivors of sexual violence, domestic violence, and human trafficking by improving their access to services, and increasing the community's awareness of the various forms of gender-based violence and oppression.

AFSSA supports our dedicated team of professionals by providing medical, dental, and vision insurance at no cost to our employees. AFSSA demonstrates a level of care for our employees that includes competitive compensation, generous PTO, and comprehensive benefits. Time-off includes up to: 192 hours of paid time off; 40 hours of Floating Holidays; 48 hours of Official Holidays; and Comp time. AFSSA also offers a 401k retirement program with an employer match.

***Guided by our core values of Prevention, Advocacy, Responsiveness, and Transformation, AFSSA provides high quality, client-centered, and strength-based survivor and community services in Central Texas.***

### **POSITION SUMMARY**

The Fund Development Associate (FDA) provides administrative support, executes tasks, and assists the Manager of Fund Development in securing unrestricted and philanthropic funding. Duties include researching and contributing to prospective donor list, scheduling fund development meetings, maintaining foundation grant and major donor trackers. The FDA inputs weekly status updates of major donor meetings and foundation grant activity in a dashboard and database. They assist the Manager of Fund Development with editing, formatting, and printing proposals and grant applications; executing logistics and tracking data related to online giving campaigns (Amplify Austin, Giving Tuesday) and logistics of funder social gatherings. The FDA compiles fund development activity on a weekly basis, and reconciles monthly financial reports. The FDA 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 FDA 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.

### **ESSENTIAL JOB FUNCTIONS**

- Complete profile sheets of prospective individual, corporate, and foundation supporters
- Ensure timely donor stewardship through 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 team progress toward individual fund development goals
- Update philanthropic grant application dashboard for monthly reporting
- Assist with philanthropic grant editing, tracking, reporting
- Perform daily data entry and weekly database reports
- Perform tasks and assist in coordinating logistics of digital campaigns: Amplify Austin, Giving Tuesday, and others as needed
- Plan and execute small scale stewardship events;

- Assist with the execution of major fundraising events through the solicitation of donations for auction items from businesses, and coordination with the Fund Development Team and Gala Planning Team to track sponsorships, tickets, table seating/arrangement, etc.
- Work closely with the Volunteer Coordinator to steward Employee Resource Groups and corporate partners, track the volunteer-donor lifecycle, coordinate volunteer efforts for event planning;
- 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 Manager of Fund Development

**REQUIRED KNOWLEDGE, ABILITIES, AND SKILLS:**

- 3 years of experience in administrative 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
- Excellent verbal and written communication skills
- Ability to complete projects independently
- 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 dynamics and/or social work
- Preference for demonstrated knowledge of Asian cultures, respect for all cultures, ability to interact with diverse groups, and culturally specific giving
- 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:** \$51,000

**Benefits:** 100% employer paid medical, dental, and vision insurance. 401k program (up to 3% employer match). Generous Paid Time-Off (PTO, accrued semi-monthly @ 8 hrs per pay period), five (5) Floating Holidays, six (6) Official Holidays, and Comp time.

**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

***AFSSA is an equal opportunity employer and does not discriminate on the basis of age, sex, race, language, ethnicity, religion, national origin, gender, gender expression, gender identity, marital status, sexual orientation, or status as a veteran with a disability.***