**Development Associate**
Hourly Employee
todosjuntoslc.org

**Location:** Austin
**Start Date:** January 7, 2027
**Application Due Date:** December 15, 2026

**About Todos Juntos:**

Todos Juntos Learning Center (TJLC) is a dual-generation learning center that serves Central Texas families. *Todos Juntos*, which means "Everybody Together," is the foundation for our future. Through our model, we work with children and parents simultaneously, building them up together, to create meaningful learning experiences and opportunities for the whole family.

Todos Juntos Learning Center is seeking to hire a Development Associate to provide the administrative backbone, donor stewardship, and event support that allow our Development and Partnerships team to grow and diversify revenue for the organization. This role owns the details that keep donor relationships strong and events running smoothly: accurate records, timely acknowledgments, clear communication, and dependable follow-through.

***Why work at Todos Juntos?*** At Todos Juntos we can promise that you'll work as part of a committed and diverse team that prioritizes integrity and transparency, and values equity, relationships, and culture. We pride ourselves on being a family-focused organization that strives to create an environment where working parents can thrive and develop. This role offers hands-on experience across the full arc of nonprofit development, including donor stewardship, corporate partnerships, CRM management, and event production, working closely with the Director of Development and Partnerships.

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**Job Title:** Development Associate

**Specific Responsibilities Include:**

**Donor Stewardship & Communications**

- Manage the donor acknowledgment process, ensuring timely, accurate preparation, distribution, and recordkeeping;
- Maintain and update acknowledgment letter templates for gifts, pledges, tribute and memorial gifts, and other routine Development correspondence;
- Draft donor-facing correspondence, appeals, and stewardship communications;
- Support the annual giving calendar's mailing and email logistics, ensuring accurate donor data and segmentation;

- Prepare mailing lists, event invitation lists, donor research profiles, and other regular list needs across the portfolio; and
- Track and flag upcoming donor stewardship touchpoints (calls, notes, check-ins) for the Director of Development and Partnerships, so follow-up stays on schedule.

**CRM & Data Management**

- Maintain accurate, up-to-date donor information, relationship notes, gift records, and engagement activity within the organization's CRM (BetterUnite), including regular data hygiene;
- Process gifts on a daily basis, including gift cleanup, coding, and accurate record-keeping;
- Run donor and gift reports as requested to support fundraising strategy and board reporting;
- Pull and compile monthly reports from all development platforms and share them with the Accounting team, reconciling gift totals to ensure gifts are registered accurately across systems;
- Support the creation of fundraising and event pages, perform donor data quality checks and handle all CRM-related activities; and
- Maintain donor confidentiality and data security in accordance with TJLC policy.

**Events & Partnerships**

- Take a hands-on role in coordinating TJLC's signature fundraising events, managing timelines and cross-team logistics alongside the Director of Development and Partnerships and any contracted event producers;
- Manage event ticketing and registration, including setting up fundraising event pages, monitoring ticket sales, pulling registration reports, and managing RSVP and guest lists, including day-of check-in support;
- Track sponsor benefit deadlines, including logo placement, signage proofs, and program recognition, coordinating with vendors and venues to meet third-party production deadlines;
- Coordinate in-kind donation outreach and tracking, including timely follow-up and local pickup of donations or event supplies;
- Purchase approved event supplies and manage related expense tracking and reporting;
- Support event setup, breakdown, and on-site logistics, including registration tables, signage placement, and wristband distribution;
- Coordinate post-event follow-up, including sponsor and donor thank-yous, volunteer thank-yous, and compiling post-event revenue and attendance summaries against goals; and
- Track overall corporate partnership commitments and deliverables across the portfolio, flagging deadlines and outstanding items.

**Administrative & General Support**

- Support budgeting and invoice tracking for development-related activities, including creating and sending sponsorship invoices, tracking payment status, and following up on outstanding payments;
- Manage competing priorities and overlapping timelines across TJLC's concurrent development initiatives;
- Build and maintain organized shared files and documentation systems for the Development team, including folder structure, naming conventions, and process documentation; and
- Other development-related duties as assigned.

**Skills and Experience:**

- Minimum of 2 years of hands-on experience in nonprofit fundraising required (e.g., donor communications, gift processing, campaigns, or events). Candidates without direct fundraising experience will not be considered;
- Excellent written and verbal communication skills;
- Demonstrated ability to take ownership of assigned tasks, meet deadlines, follow through, and proactively flag questions or bottlenecks, bringing strong problem-solving and critical thinking to the work;
- Strong attention to detail and accuracy, particularly with data entry, proofreading, and donor-facing materials;
- Strong analytical skills and comfort learning and working within systems, including confidently navigating CRM platforms, databases, spreadsheets, and reporting tools, and the ability to spot data discrepancies and generate clear reports and summaries;
- Strong organizational and project management skills, with the ability to prioritize multiple competing tasks across TJLC's development initiatives and contribute to improving processes as the department continues to build its infrastructure;
- Experience coordinating vendors, events, and multiple internal and external stakeholder relationships;
- Ability to work independently while collaborating effectively across a mission-driven team;
- Experience using CRM systems required; experience with BetterUnite preferred (Network for Good, MonkeyPod, Salesforce, or similar also considered);
- Demonstrated proficiency with standard office software, including Google Workspace (Gmail, Drive, Docs, Sheets) and Microsoft Office, including mail merge functionality for letters and labels;
- Valid driver's license and reliable transportation, as local travel is required for events and in-kind donation or supply pickups;
- Bachelor's degree preferred, or 4+ years of direct nonprofit fundraising experience in lieu of a degree;
- Bilingual (Spanish/English or other languages commonly spoken in the community served) preferred; and
- An understanding of, and connection to, the families and communities TJLC serves.

**Physical Requirements:**

- Ability to drive your personal vehicle locally and transport in-kind donations, event materials, and supplies as needed (mileage reimbursed);
- Ability to lift and carry up to 25–30 lbs (event materials and supplies);
- Ability to stand and walk for extended periods during events;
- Ability to sit at a desk and use a computer for extended periods; and
- Availability for occasional evening and weekend work in connection with major fundraising events and their surrounding preparation periods.

**Hours & Schedule:**

- Full-time, standard 40 hours per week (typically Monday–Friday). Occasional evening or weekend overtime may be required to support special events;
- Standard business hours, Monday through Friday, 8:30 AM to 4:30 PM, with some flexibility required around event schedules; and
- Primarily in-office at TJLC's Austin location, with occasional pre-approved remote workdays.

**Benefits & Compensation:**

- $23.00 to $25.50 per hour depending on experience (approximately $47,803.20 to $52,999.20 annualized, based on 40 hours per week);
- Health, vision, dental, and life insurance benefits;
- Ten days of Paid Time Off (PTO), each equal to the hours typically worked in a day;
- Four weeks of holiday pay (Thanksgiving, Winter Break, Spring Break);
- Mileage reimbursement at $0.76 per mile;
- Professional development opportunities; and
- Family friendly work environment, with potential enrollment of eligible child(ren) in onsite childcare center with advance notice and availability.

**Worksite:** Downtown Austin, exact address released to candidates after moving through the screening process.

**To Apply:** Email a cover letter, a resume, and a writing sample (such as a donor acknowledgment letter, a one-page event plan, a donor appeal or stewardship email, or another writing sample relevant to this role) to advancement@todosjuntoslc.org. In your cover letter, please address: (1) your experience with nonprofit fundraising or donor communications, and (2) an example of a project or task you managed independently from start to finish.

**Equal Employment Opportunity Policy**

*Todos Juntos Learning Center provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.*

*This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.*