



## Advancement Associate

Founded in 2012, [Education Opens Doors](#) equips more than 12,000 middle school students every year to uncover the “bigger why” behind school during critical decision-making years. We train middle school teachers with a college and career readiness program to meet a pressing need in our education system: a lack of dedicated time during the school day to provide students with the knowledge and skills to navigate their college and career options - and to have the strong social and emotional skills that are so critical in life. Through EOD, students primarily from low economic backgrounds and communities of color, go from receiving the national average of 38 minutes of college and career counseling over 4 years to 900 minutes in just one year.

### Education Opens Doors Core Values

★ Purpose Driven ★ Equitable ★ Life-long Learners ★ Empathetic ★ Innovative

Education Opens Doors is seeking an Advancement Associate to join our highly motivated and collaborative Dallas-based team. The responsibilities and qualifications for the position are listed below.

### Role Summary

The Advancement Associate will join a driven, dynamic, and growing team, who are preparing to support hundreds of educators and over 15,000 students across Texas and the US with the life-changing Education Opens Doors Program. The Advancement Associate will be responsible for supporting the implementation and management of a comprehensive, strategic fundraising plan focused on expanding foundation, individual and corporate support for the upcoming fiscal year. This individual will also be responsible for the management of donor databases, support of grant writing processes, and collaboration with multiple stakeholders to further Advancement Team goals.

### What You'll Be Doing

#### Donor Stewardship and Advancement Team Strategy

- Manage donor engagement/stewardship processes and contribute to fundraising strategy for all advancement opportunities, ensuring proper communication and follow-up throughout the cultivation process
- Support and develop new fundraising initiatives in targeted communities, such as young professionals and monthly recurring donors, by story telling and raising awareness of the organization's impact
- Work closely with the CEO and Director of Advancement to organize and support their fundraising efforts through prospect research, strategic research, and preparing for cultivation meetings
- Lean in to proactively ensuring EOD is on top of fundraising trends and the nonprofit community



### Grant Management

- Develop and maintain the grants calendar, with key deadlines and actions
- Support the Director of Advancement and Grant Writer, as needed, with identifying and writing grants

### External Affairs & Communications

- Envision and create printed and digital solicitation materials for fundraising purposes
- Develop and maintain external communications to donors and the community-at-large via social media, email, organization listserv, and the Education Opens Doors website
- Share the impact and stories of our students/teachers who have participated in our program with external stakeholders and community members
- Collaborate with and support the Director of Advancement and other team members in planning and executing annual events including event logistics, volunteer recruitment and management, budgeting, financial tracking, and sponsor stewardship

### Systems Management

- Create a thorough donor profile and relationship-building plan to cultivate prospects, acquire donors and close gifts.
- Maintain and improve donor databases (Salesforce) and systems to:
  - o a) track contributions by project, by donor and by solicitation source;
  - o b) produce timely donor acknowledgements;
  - o c) create reports as appropriate.

### You'll Bring

- Integrity, objectivity, and courtesy
- Strong leadership skills, including the ability to gracefully work with varied personalities and constituencies to accomplish goals
- Excellent oral and written communication skills
- Strong interpersonal skills and adept at relationship building, strong presentation skills
- Openness to new ideas, flexibility, and ability to learn and embrace change
- Excitement to share and be the face of Education Opens Doors' mission to external community members and potential funders
- Ability to work in a team to achieve fundraising and overall organizational goals

### Qualifications

- Bachelor's degree in a relevant field
- 2+ years of development experience, preferably in education or a related field (*preferred*)
- 3+ years of relevant experience including nonprofit fundraising, communication, marketing, public relations, and/or non-profit management (*required*)
- Demonstrated knowledge and experience in fundraising techniques, particularly major gift fundraising
- Significant technological proficiency, including in Microsoft Office, Google Drive Suite, social media platforms (FaceBook, Instagram, Eventbrite, etc.) CRM management software (Salesforces) and strong interest in mastering the ins and outs of Salesforce
- Superb written, verbal and interpersonal skills
- Outstanding project management and time management skills
- Values and demonstrates a proactive, positive, collaborative approach to work
- Demonstrated ability to meet goals on time and handle multiple priorities and projects
- Demonstrated ability to take initiative and work independently and prioritize work daily



### What We Offer

The starting salary range for this position is \$50,000.00. We also offer a competitive benefits package which includes medical, dental, vision, short-term disability, long-term disability, life insurance, retirement matching, flexible work from home policies, professional development stipends, and more. Education Opens Doors offers a generous vacation package and the opportunity to work with a dynamic team of change makers.

### To Apply

Send a 1-2-page résumé, cover letter explaining your passion and alignment to this position, and salary requirements to [employment@educationopensdoors.org](mailto:employment@educationopensdoors.org). *Incomplete submissions will not be considered.*

Any questions can be directed to [employment@educationopensdoors.org](mailto:employment@educationopensdoors.org).

### Equity Statement

*Education Opens Doors is an equal opportunity employer and does not discriminate against individuals on the basis of sex, gender identity, sexual orientation, age, disability, veteran status, religion, ancestry, color, race, ethnicity, or creed. LGBTQ+ individuals and people of color are strongly encouraged to apply.*