



Posted September 2005.

Now Seeking Applications For

Development Associate

Brief:

The Development Associate will build the Texas Public Policy Foundation's base of support from foundations, corporations and individuals. This will be done through programs designed to maintain and increase the giving of current supporters, and solicit new donors. Programs will include events, direct mail campaigns and other activities designed to promote donations. The Development Associate will report to the Foundation's Director of Development.

Responsibilities:

- Plan and coordinate events for prospective and current donors
- Assist in the coordination of events
- Execute direct mail programs
- Execute house file mailings
- Schedule development meetings for senior staff and board members
- Execute telemarketing programs for donor appreciation and prospecting
- Track giving programs
- Coordinate expense reporting
- Research donors
- Write follow-up and thank you letters
- Assist in creation of Foundation promotional materials
- Write foundation grant proposals
- Database management
- Complete all background packets
- Other duties as assigned

Qualifications:

- Bachelor's Degree or comparable work experience
- Strong writing and editing skills
- Strong organization skills
- Experience in working with databases and spreadsheets
- Demonstrated ability to plan and coordinate events
- Familiarity with Texas policy environment
- Demonstrated ability to work effectively in small workplace
- Demonstrated support of free market principles
- Ability to articulately advocate Foundation's vision and mission
- Ability to work late hours and weekends as necessary
- Ability to travel as necessary

Please send resume, references, work samples, and salary requirement to:

Director of Operations
Texas Public Policy Foundation
900 Congress, Ste. 400, Austin, TX 78701
Or by fax: 512-472-2728