Development Associate
Smart Families
Position Overview

Smart Families is seeking an administratively-gifted, detail-oriented, organized, and relationship-driven Development Associate to support this start-up organization's fundraising, database management, and school onboarding efforts. This role is an important part of the development team, helping ensure that fundraising operations run smoothly, donors feel appreciated and connected to our mission, and new schools and churches experience a seamless onboarding process.

The successful candidate will enjoy creating order, improving systems, communicating with people, and helping a young, mission-driven organization operate effectively. He/she will bring a service-oriented mindset to donor stewardship and school onboarding, understanding that thoughtful communication and reliable follow-through are essential to building lasting relationships.

The ideal candidate is comfortable in a Christian/Catholic environment, has some experience in development or fundraising, excellent written and verbal communication skills, strong administrative and organizational abilities, and a proactive, collaborative, cross-functional approach to their work.

Key Responsibilities

Development and Fundraising Support

- Fundraising and Development Support: Provide administrative and logistical support for fundraising initiatives, donor outreach, campaigns, special events, grant applications, and development materials, including correspondence, reports, and presentations.
- Donor Stewardship and Communications: Ensure timely, accurate, and thoughtful gift acknowledgments; maintain donor recognition and stewardship records; and prepare impact updates and communications that demonstrate the outcomes of Smart Families' work.
- CRM and Gift Administration: Maintain accurate donor records in the CRM, track donations and pledges, prepare fundraising reports and donor profiles, conduct donor research, and coordinate gift tracking and reconciliation with finance to ensure accurate records and timely follow-up.
- Systems and Confidentiality: Help develop and maintain efficient data entry, reporting, and recordkeeping procedures while handling donor

information with discretion and maintaining appropriate confidentiality.

School Onboarding and Program Support

- Coordinate onboarding for new schools and churches joining Smart Families, including scheduling, communications, documentation, and milestone tracking to ensure a welcoming, organized, and seamless transition.
- Serve as a responsive administrative point of contact for school partners, connecting them with appropriate team members and collaborating internally to improve onboarding processes and strengthen relationships.

General Administrative and Team Support

- Provide general administrative support to the development team and other team members as needed.
- Assist with coordinating meetings, preparing agendas and materials, and documenting follow-up items.
- Contribute to the development of efficient workflows and processes that support Smart Families' growth and impact.

Qualifications

- Prior experience in nonprofit development, fundraising, donor relations, advancement, or a related administrative role, with strong written and verbal communication skills and the ability to build positive relationships with donors, school partners, and colleagues.
- Exceptional organizational skills and attention to detail, with experience managing databases, spreadsheets, or CRM systems; proficiency in Microsoft Office or Google Workspace and the ability to manage multiple priorities and deadlines.
- A genuine interest in Smart Families' mission and a desire to contribute to its growth and impact.

Position Details

- **Apply to:** careers@smart-families.org (attn: Allison Stasney)
- **Reports to:** Director of Development and Partnerships
- **Employment type:** Full-time
- **Location:** Houston, TX
- **Compensation:** $52,800 - $61,000