

Development & Communications Associate Job Description

Role Overview:

Part-time role that leads fundraising efforts in partnership with the CEO to support the ministry through events, grants, and donor engagement, while also assisting with administrative and board-related duties.

Key Responsibilities:

Fundraising & Events

- Plan and execute major fundraising initiatives:
 - 3 annual *Friends of Ceta Dinners* (at Lubbock -Spring, at WTAMU for Amarillo area - November, at Gruver Northern Panhandle - October)
 - Annual *Clay Shoot* in Amarillo(spring)
 - *Panhandle Gives* campaign (November)
 - Year-end appeal
- Coordinate event logistics, donor outreach, event follow-up and event marketing materials with marketing staff
- Maintain donor relationships and manage RSVP lists, reports, and acknowledgments

Grants & Donor Development

- Manage grant calendar, write and submit proposals with CEO
- Track grant status and reporting
- Coordinate testimonies with marketing staff for use in grants and appeals

Gift Processing & Reporting

- Record and track all donations (mail, online, in-kind, memorials)
- Generate thank-you letters and maintain donor records
- Coordinate financial reporting with CPA and staff

Board Support

- Attend board meetings, take minutes, and prepare reports
- Maintain board roster and communications
- Assist with onboarding new board members

Administrative Support

- Assist with office coverage and phone support as needed

Team Relationships

- Works with Chief Executive Officer— preparation for grant meetings with foundations, grant writing, donation reporting, coordinating fundraising dates/events, information for donor meetings, Board Meeting preparation.
- Chief Operating Officer— banking, transfers, checks, audits
- Outside CPA— monthly donation reports out of donation software
- Auditors – prepare donation reports as requested.
- Board Members – email board meeting dates, prepare donation and grant reports for upcoming meetings.
- Marketing Staff— coordinate fundraising materials and event dates, email blasts, social media.
- Member of AFP, attend AFP trainings and National Philanthropy Day in Nov.