

Job Description: Administrative Support Specialist

Reports to the Executive Director / Part-Time / Non-Exempt

disABILITYsa has a vision to make San Antonio the #1 community where people with disabilities want to live, work, and play. We aim to realize this vision supporting a mission to educate, advance, and engage individuals living with disabilities by building connections, exchanging information, creating opportunities, and strengthening our disability community in the greater San Antonio area. This mission is achieved in partnership with the community, businesses, partner organizations, staff, and volunteers who work together to advance San Antonio in providing the inclusion of and opportunities for independence for children and adults with all types of disabilities. We do our work closely aligning with the core values of Respect, Integrity, Diversity, Abundance, and Resolve. www.disABILITYsa.org.

Reporting to the Executive Director (ED), the Development Director (DD) serves as an active participant in making strategic decisions affecting disABILITYsa. In partnership with the ED, this position is responsible for the design, planning, and execution of all fundraising for a \$600,000 annual budget. The DD will forge new relationships to build disABILITYsa's financial resources, visibility, and impact. The DD will also design and implement a comprehensive plan for developing key external alliances by cultivating individual and philanthropic support. The DD will foster and promote a *Culture of Giving* throughout the organization among Board members, staff, interns, volunteers, partner agencies, the individuals we serve, and the local community.

RESPONSIBILITIES

- Solicitation and cultivation of donors.
- Research and identify new donor prospects: individuals, corporations, and foundations.
- Build and maintain productive relationships with prospects with the goal of soliciting and closing gifts for both unrestricted and restricted funds.
- Actively work with the ED and other Staff to develop and implement a comprehensive strategy for financial stability.
- Create networks from within disABILITYsa's existing donor base.
- Assist key supporters, including the Board of Directors and Executive Director, in their efforts to cultivate current and potential donors.
- Implement annual giving campaigns.
- Develop and execute all grant applications and proposals.
- Effectively interpret for others the organization's financial needs.
- Structure, supervise, and maintain our database while tracking current and prospective donors to assure accurate database entries and recognition of gifts.
- Present statistical analysis and reports to board and disABILITYsa team members.
- Oversee the development of the membership program and ensure program benefits.
- Develop a Moves Management Program to measure donor retention and increase contributions.
- In conjunction with the Executive Director and Staff, plan, market and implement all special events, as well as initiatives targeted to diversify our donor base.
- Secure sponsorships and ensure benefits.
- Supervise the recruitment and utilization of volunteers for site improvement projects, drives to benefit the families we serve, and community cultivation events.
- Participate in monitoring and maintenance of our websites and social media outlets as they pertain to fundraising.

- Partner with the ED to represent disABILITYsa in the community through networking and public presentations.
- Recruit and develop the fundraising committee volunteer forces.
- Collaborate with team members to develop a strong volunteer force to support operations, programs, and advocacy.

REQUIREMENTS

- 5 + years of professional experience in a nonprofit organization.
- Demonstrated success in a development function, i.e., tangible experience of expanded and cultivated existing donor relationships over time.
- Advanced knowledge in use of Microsoft Office Outlook, Word, and Excel; and QuickBooks.
- Bachelor's degree required, Master's preferred.
- Excellent communication skills, both written and oral.
- Ability to influence and engage a wide range of donors and build long-term relationships.
- Ability to work independently without close oversight.
- Strong organizational and time management skills.
- Exceptional attention to detail and the initiative to manage multiple tasks and projects.
- High energy and passion for disABILITYsa's mission is essential.
- Flexible and adaptable style; a leader who can positively impact both strategic and tactical fundraising initiatives.
- A team player who will productively engage with others within and outside of disABILITYsa.
- Knowledge using Zoom, Hangout, Google Voice, Jotforms, Reachmail, Adobe Acrobat, and Weebly preferred.
- Knowledge of customer service standards and procedures.

PHYSICAL REQUIREMENTS

- Physical exertion, such as lifting, standing, bending, or reaching.
- Constantly operate office productivity machinery such as: computer, calculator, copy machine, and computer printer.
- Frequent lifting of objects weighing 20-50 lbs. to a height of 3-8 feet.
- Frequent evening and weekend requirements.
- Occasionally standing and/or walking for more than 8-14 hours in a day.
- Occasionally ascends/descends a ladder to decorate and set-up for programs and events.
- Occasionally works in outdoor weather conditions: rain, snow, extreme heat or cold.
- Support the operations of the main office as needed.
- Support the program staff to help ensure the success of programs as needed.

**Reasonable accommodations will be made to modify or adjust to the job work environment where possible.*

disABILITYsa is an Equal Opportunity Employer

This is not necessarily an all-inclusive list of job-related responsibilities, duties, skills, efforts, requirements or working conditions. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job or to require that other or different tasks be performed as assigned. Nothing in this job description forms or is intended to form a contract of employment. Neither shall the content in this job description



*be interpreted to be in conflict with or to eliminate or modify in any way, the "at will" employment status of **disABILITYsa** employees. Employment remains on an "at-will" basis.*

Résumés, cover letters, and references will be accepted until **Friday, April 14, 2023, at 5:00 p.m. CST**. We fully respect the need for confidentiality and will not discuss candidates' backgrounds or interests with anyone without consent, nor will we reference contacts without notifying the candidate.

Please email your résumé and cover letter to the address below to apply for this position. Please indicate the name of the job for which you are applying in the subject line of your email.

LinkedIn submissions will be considered incomplete and will not be accepted.

Email: jobs@leeplusassociates.com

Lee+ Associates
P.O. Box 15018
San Antonio, Texas 78212
(210) 733-0893