



Development Associate

About Texas Water Trade

Texas Water Trade ("TWT") is an organization aimed at unleashing the power of markets and technological innovation to build a future of clean, flowing water for all Texans.

Our work focuses on deploying capital to clean water solutions for people and the environment, with an emphasis on leveraging voluntary water transactions to ensure healthy flows in Texas rivers and scaling up investment in net zero municipal water solutions.

Our FY23 budget is roughly \$2.9 million. For more information visit <https://texaswatertrade.org>

About the Position

The Development Associate will play a critical role in supporting the leadership team responsible for setting and achieving the organization's development goals. This person will be expected to work well in a dynamic team environment and be comfortable with quickly-changing priorities amid multiple deadlines. TWT is a young, forward-thinking NGO and this is an opportunity to work in a space where conservation is being approached with creative thinking. While there will be many types of responsibilities associated with this role, we see this position as allowing the right individual to have a part in shaping their trajectory in the organization. We are a mission-driven organization that is small, but nimble, and we foster an environment that is supportive, empathetic, and also demanding.

The Development Associate will support TWT's existing development programs aimed at generating funding to support our programs, staff, and operating expenses. This includes all aspects of the Development department, including managing donor database entries and reports, gift entry and acknowledgment, and support of the annual fund, major gifts, donor relations, special events and other administrative tasks. The Development Associate should have a good understanding of philanthropy and fundraising and be a strategic thinker and problem solver.

The Development Associate will be expected to assist TWT in other operational areas as well. This includes assisting with communications and operations as needed.

For more information on the breadth of TWT's programming, please see our [2021 Annual Report](#).

About You

The position will report directly to the Director of Development and will work in concert with the entire TWT team. The Development Associate will be responsible for providing donor data management, grant writing and reporting support, communications and social media support, and other fundraising tasks. Responsibilities will include:

Development Support (40%):

- Working with the TWT staff team and Board to assist in the development and execution of TWT's annual fundraising plan;
- Assisting the Director of Development to secure financial support from individuals, foundations, corporations and government entities;
- Assisting with writing/proofing grant proposals and reports, including assembling supplemental documentation and submissions;
- Assisting with the planning and execution of fundraising events;
- Liaising with internal and external stakeholders as needed;
- Proofreading and commenting on internally-generated reports.

Communications/Media (25%):

- Assisting in drafting press releases and outreach to journalists;
- Assisting with drafting bimonthly newsletters and mass emails;
- Building and maintaining a bank of approved photos;
- Implementing social media engagement.

Operations (35%):

- Maintaining compliance with government grant account platforms and registration;
- Handling gift processing including acknowledgments, donor database management, and other tasks in coordination with the Director of Development and Operations Manager;
- Preparing and mailing print communications, including hard copies of end of year solicitations, and annual reports;
- Data collection/management/entry (programmatic and budgetary);
- Assisting in coordination of team calendars as needed.

While these are the core responsibilities, there is considerable opportunity for growth in various capacities depending on the Development Associate's skills and interests. The Development Associate's time allocation represented above may rebalance as the organization grows and positions become more specialized.

Qualifications

Texas Water Trade will seek candidates who are diligent and results-driven, with demonstrated team orientation and an interest in water resilience.

Required Qualifications:

- A college degree; concentrations in communications, business or liberal arts could all be useful;
- Minimum of 3 years' experience working in a team environment;
- Experience working with a diverse group of partners;
- Demonstrated ability to reach goals;
- Strong verbal and written communication skills;
- Strong core computer skills in MS Word, Excel, Outlook, PowerPoint;
- Ability to thrive in a demanding, dynamic and entrepreneurial setting;
- Strong time management skills;

- Strong interpersonal skills.
Relevant education and experience may be substituted

Preferred Qualifications:

- Interest in Texas springs, rivers, bays and estuaries, the future of urban water supplies, market-based conservation and transformative technology for clean water access;
- Familiarity with Texas water players and/or industry.

The Development Associate will be based in Austin or Houston, Texas. There will likely be occasional events after work hours.

Benefits and Compensation:

The salary range for the Development Associate is \$52,000 - \$62,000 dependent on skills and experiences. We provide excellent benefits, including:

- 11 paid holidays per year. At the discretion of the Chief Executive Officer, the Texas Water Trade offices may be closed from Christmas Day to New Year's Day, with all eligible staff receiving pay.
- 10 days paid vacation leave for the first year and 15 per year thereafter
- 5 paid get well days per year
- Up to 12 weeks of unpaid leave for family care, eligible following 12 consecutive months of employment at TWT
- Up to 4 weeks of paid maternity/paternity leave, eligible following 12 consecutive months of employment at TWT.
- 90% employer contribution to health insurance coverage
- Long- and short-term disability insurance
- Life insurance
- Up to 6% match on employee 401(k) contributions, eligible following 12 consecutive months of employment at TWT

To Apply

Please submit inquiries, cover letter and resume including three professional references to rodriguez@texaswatertrade.org. Resumes will be reviewed on receipt until 6/24/2022. Target start date is July - August 2022.

We are especially excited about increasing applications from people who understand the value of promoting diversity, equity and inclusion. We welcome applications from all people, including persons with disabilities, people of color, and LGBTQ+. [Read](#) Texas Water Trade's commitment to bringing clean drinking water to all Texans and especially communities of color who are disproportionately affected by the water crisis.

We are proud to be an Affirmative Action, Equal Opportunity Employer. Our employment decisions are made without regard to race, color, religion, gender, national origin, age, disability, marital status, veteran or military status or any other legally protected status.