



**AMERICAN INDIANS IN TEXAS  
AT THE SPANISH COLONIAL MISSIONS**  
*Keeping the Culture Alive*

## **DEVELOPMENT ASSISTANT**

The Development Assistant will report to the Director of Development and play a pivotal role in advancing AIT-SCM's mission by supporting the development and implementation of various fundraising initiatives.

## **JOB OVERVIEW**

This position will provide administrative, solicitation, and research support, as well as opportunities to impact the community through storytelling and relationship building. We are seeking an ideal candidate who embodies creativity, vision, critical thinking skills, exceptional organizational abilities, and a collaborative mindset.

## **RESPONSIBILITIES AND DUTIES**

- Maintain spreadsheets and up-to-date records in the donor management software as well as provide invoices and receipts as needed.
- Prepare and document acknowledgment letters.
- Collaborate with the finance team and programs to assist with grant reports and compliance.
- Assist the Director of Development with administrative and communications support.
- Conduct research on prospects and identify new avenues for partnerships, support, and fundraising efforts.
- Assist with the writing and submission of grant applications.
- Support sponsor outreach, engagement, and relationship-building, ensuring mutually beneficial partnerships.
- Work with the AIT-SCM team on special events.
- Collaborate with the communications committee to integrate storytelling into various platforms and promotional materials to enhance the organization's visibility and development strategy.

## **QUALIFICATIONS**

- Bachelor of Arts in Communications, English, or a related degree is preferred.
- At least one year of relevant experience with a degree, or two years without a degree; nonprofit experience is preferred.
- Proficiency in Google Suite and donor management software; experience with **EveryAction** is a plus.
- Strong organizational and time management skills.
- Excellent research abilities, including the capacity to gather, analyze, and present information accurately.



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- Effective written and verbal communication skills.
- Ability to work collaboratively in a team environment, fostering positive relationships with colleagues.
- Capability to prioritize multiple projects with competing deadlines, demonstrating flexibility and adaptability.
- Grant writing experience is a plus.

**The successful candidate should share a genuine belief in the impactful work of AIT-SCM and the inclusive culture we have nurtured as an Indigenous-led nonprofit organization.**

This role is Hybrid.

**Please send resumes to our H.R. Manager at [tonyd@aitscm.org](mailto:tonyd@aitscm.org) with the title of the role you are applying for in the subject line.**