

Camp Fire First Texas Job Summary

Position: Development Specialist

Status: Part-Time

Location: Fort Worth, Texas

Salary Range: \$20 per hour

Job Summary: The Development Specialist works closely with and learns directly from seasoned members of the Development team with over 28 years of collective experience in development and marketing to ensure donors' contributions are entered, recognized and reported according to best practices and financial guidelines. The Development Specialist will serve as important support person to special events logistics, reports and donor acknowledgements.

Essential Functions:

- Enter gifts and pledges into the database and send acknowledgments in a timely manner
- Assist Development Manager with special events logistics
- Assist with coordinating and communicating with potential and selected artists for An Artists' Christmas
- Manage and coordinate art images and art submitted for An Artists' Christmas
- Assist in keeping invitation lists current and accurate
- Assist with soliciting and securing in-kind donations for events
- Help manage mailings for events, ensuring mail lists are current, coordinate event mailings to meet timeline goals
- Assist in managing third party and new demographic fundraising opportunities
- Help manage North Texas Giving Day

Required Knowledge/Skills/Abilities:

- Some college in job-related courses or comparable work experience.
- Database management experience.
- Must have good written and verbal communication skills.
- Must be able to manage multiple projects.
- Computer and database savvy
- Excellent written and verbal communication skills
- Interest in nonprofit development and commitment to the Camp Fire's mission and goals
- Values and strives to demonstrate commitment to equity, diversity and inclusion

Preferred Knowledge/Skills/Abilities:

- Raiser's Edge or similar donor database proficiency
- Microsoft programs: Word, Excel, PowerPoint, Outlook, Teams
- Ability to communicate in person, telephone and email
- Ability to work independently and prioritize among multiple project
- Superb attention to detail and organizational skills

Camp Fire's Culture:



Camp Fire First Texas is one of the largest Camp Fire councils in the country. Programs are for boys, girls and their families and include camping, after school programs, teen services, environmental education, and school readiness, in addition to professional development for early childhood educators. In Camp Fire, children and youth find a safe, fun and inclusive place – a place where they form lasting relationships, develop a sense of belonging and make positive contributions to the lives of their families and their community. Camp Fire youth have life-enhancing experiences and develop assets essential to their futures. Camp Fire changes young lives for the better in our community. Inside and out.

To Apply:

Interested persons should [apply online](#) and attach a cover letter, resume & salary requirements.

View other open positions at <https://www.campfirefw.org/about-us/employment/>.

*Camp Fire First Texas is an Equal Opportunity Employer. The organization will not discriminate against any individual because of race, color, religion, creed, sex, age, national origin, disability or other reason prohibited by the fair employment laws. Reasonable accommodation will be provided in an effort to advance employment opportunities for individuals with disabilities. Employment at Camp Fire First Texas is on an at-will basis. The employee and the organization are each free to terminate the relationship at any time without cause. Due to the volume of responses, only qualified parties will be contacted. **No phone calls or emails, please.***