



PROGRAM & DEVELOPMENT ASSOCIATE

For over 60 years, GlobalAustin has supported foreign exchange and citizen diplomacy in Austin and Central Texas, and more recently, in Houston and its surrounding communities. Most of our work is as the local coordinator for the U.S. Department of State's premier professional exchange program, the International Visitor Leadership Program (IVLP), which brings over 300 international visitors to Austin and Houston each year. GlobalAustin's role is to identify and arrange opportunities with important local resources in their fields of interest.

POSITION INFORMATION

GlobalAustin is currently seeking a Program & Development Associate (PDA) who will be an integral part of our team, playing a vital role in helping our organization grow. As a newly developed position, you will have the opportunity to help shape the role and bring your unique strengths to the two primary areas of responsibility: program support and fund development.

Reporting to the Executive Director, the Program and Development Associate will assist in growing our program offerings, including our professional resource network, and will also be responsible for identifying and securing funding opportunities, including the procurement of grants.

Specific Responsibilities include:

Programs:

- Expanding and maintaining records related to community resources on U.S. foreign policy topics
- Developing project proposals
- Compiling and editing program documents, including program itineraries
- Coordinating on-site logistics for incoming programs
- Preparing and assembling program materials
- Managing follow-up communication with local resources, including meetings confirmations and thank you notes
- Updating and maintaining program databases with project data

Development:

- Collaborating with GlobalAustin leadership to develop funding strategies and revenue goals that further organization and program goals
- Steering efforts to achieve revenue goals and adjust plans according to shifting needs and opportunities
- Researching and identifying prospective funding
- Cultivating relationships with new and current funders
- Executing strategies by working with leadership to develop narratives, budgets, benchmarks, and outcomes for proposals and reports
- Managing the grant proposal and reporting process
- Maintaining records of solicitations and applications

QUALIFICATIONS & SKILLS

Qualifications & Skills:

- 3-5 years nonprofit experience, including development experience with demonstrated success in persuasive proposals
- Experience or interest in public diplomacy and international exchange
- Excellent writing skills and mastery of spelling, grammar, and proofreading
- Demonstrated attention to detail, with solid research and analytical skills
- Ability to work with confidential information
- Excellent time management and problem solving skills, ability to prioritize work to meet deadlines, as well as the ability to take direction and follow instructions
- Strong understanding of and comfort with working with budgets for grant proposals
- Ability to work as part of a team as well as individually
- Ability to provide and accept feedback
- Willingness to support occasional programs outside of normal working hours

POSITION DETAILS

- The Program & Development Associate is a professional, full-time, exempt position with an annual salary range of \$45,000-\$48,000.
- After 60 days, the Program & Development Associate will be eligible for a hybrid work schedule as determined with the Executive Director.

HOW TO APPLY

Applicants should direct their resume, statement of interest or cover letter, and at least two professional references to executivedirector@globalaustin.com.

GlobalAustin provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

Please note: Only candidates selected for interviews will be contacted. Applications will be reviewed on a rolling basis until the position is filled.