



Job Title – Development Assistant – Part-Time

Location(s): Charlie Naylor Campus-2803 Mossrock, Bldg A, San Antonio, TX 78230

Reports to: Development Department

Salary Grade: Part Time / Non-Exempt (25-30 hours/week); hourly range \$17.00-19.00/hour

Position Overview

Rise Recovery, a leading nonprofit dedicated to supporting youth, young adults and families affected by substance use disorders, seeks a passionate and detail-oriented Development Assistant to play a crucial role in our fundraising efforts and donor relations.

The Development Assistant will support the Development Department and CEO in maintaining donor relations processes and the organization's individual donor database. This role is vital in ensuring smooth operations of our fundraising efforts and community engagement initiatives.

Job Functions

Donor Management

- Process donations and maintain accurate records in Salesforce
- Generate timely acknowledgment letters and coordinate personalized thank-you notes
- Conduct annual donor information updates via telethon
- Ensure compliance with donor communication preferences

Database Administration

- Ensure data integrity and perform monthly reconciliations with accounting systems
- Create and manage fundraising campaigns in Salesforce
- Generate reports and analyze donor data to support strategic decision-making

Event Support

- Assist in planning and executing fundraising events, tours, and presentations
- Coordinate logistics, including reservations, travel arrangements, and material preparation

Administrative Support

- Provide administrative assistance to the Development Department and CEO
- Manage vendor relationships and procurement for development-related needs



- Draft correspondence and complete funding applications as needed
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Required

- Bachelor's degree or equivalent administrative experience
 - Proficiency in Microsoft Office Suite and donor management software
 - Excellent organizational and time management skills
 - Strong written and verbal communication abilities
 - Detail-oriented with a commitment to data accuracy
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Preferred

- Experience in nonprofit development or fundraising
 - Familiarity with Salesforce, Classy, and other relevant software
 - Knowledge of substance use recovery principles (lived experience welcomed but not required)
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Physical Requirements

- Ability to operate standard office technology and equipment
 - Capable of occasional light lifting for event setup and teardown
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Working Conditions

- Flexible, hybrid work environment with core hours Monday-Friday, 8:00 AM - 4:00 PM
 - Weekly all-staff meeting on Mondays at 1:00 PM (required attendance)
 - Occasional off-site events and activities
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What We Offer

- Meaningful work contributing to life-changing recovery services
 - Collaborative, mission-driven team culture
 - Professional development opportunities
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Rise Recovery is an equal opportunity employer committed to creating a diverse and inclusive work environment. We encourage applications from all qualified individuals, regardless of background.

If you are interested in applying for the position please submit your resume to HR@riserecovery.org