



## Consulting Associate

[Dynamic Development Strategies](#), LLC believes in the power of nonprofits to make a difference in our communities. Overcoming the challenges in planning, funding, and creating strong teams can be overwhelming to a new or emerging charity. We specialize in small to mid-size nonprofits throughout Texas, with a concentration in the North Texas region. We offer services designed to allow smaller organization to overcome their challenges and grow their missions. Now, in our sixth year, we have helped over 70 nonprofit organizations with coaching, trainings, fundraising plans, grant readiness, and grant writing services.

We are looking for a part-time associate to help with project management along with providing direct support to our nonprofit clients. The ideal candidate is passionate about nonprofits, offers professional and outstanding customer service, and has strong communication skills. Attention to details, a talent for writing, especially grants for nonprofits, and the ability to build relationships are all important qualities for this position. Knowledge of nonprofits and fundraising is helpful but not required.

### **Responsibilities:**

- Attend team meetings virtually and in-person
- Attend client meetings with President, both virtually and in-person
- Provide support to President in meetings and handle client follow ups on timely basis
- Serve as liaison to clients to help coordinate tasks and meet deadlines
- Work with President on grant applications
- Represent Dynamic Development Strategies in external events and networking opportunities

### **Skills and Qualifications:**

- A degree is preferred, but not required
- One-year professional experience required
- Must be located in or near Fort Worth, Texas and willing to travel to meetings
- A willingness to be a team player and display positive, problem-solving attitude
- Computer skills, and familiarity with Microsoft Office software (Word, Excel, and PowerPoint)
- Self-learner and interested in continued professional career development.
- Strong written and verbal communication skills
- Detail-oriented and strong time management skills
- Flexible schedule and ability to work some nights/weekends if needed
- Grant writing experience or interest in learning grant writing
- Ability to handle confidential matters with discretion and integrity
- Strong research skills and knowledge of information and data sources
- Helpful to have knowledge/experience in grants management software
- Knowledge of the North Texas philanthropic community preferred.

**Job Details**

Job Title	Associate
Level	Professional
Position Type	Part-Time/flexible schedule
Salary	\$30,000 – 35,000 annually (20 – 25 hours weekly)
Exempt	Yes
In-person/virtual/hybrid	Hybrid
Area	Fort Worth
Reports to	President

**How to Apply**

To apply, click [HERE](#). A current resume and writing sample are requested.