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[realschoolgardens.org](http://realschoolgardens.org)

**POSITION: Program Assistant, REAL School Gardens**

Each staff member at REAL School Gardens is instrumental in building and sustaining a grass roots gardening program that serves children. We walk alongside and support elementary school communities in high-need neighborhoods as they design, install, and sustain outdoor classrooms (gardens). Our goals are to create, support and sustain school gardens to connect children to nature; enhance student learning; foster a cooperative spirit among schools, families and the surrounding community; and create a committed network of educators and partners.

Our team currently supports 66 schools in the Dallas/Fort Worth area, representing 2,300 educators and more than 40,000 students – and we have plans to expand both in North Texas and to other urban areas. In addition to partnering with elementary schools to design and install gardens, we provide professional development for teachers and organize community-wide networking opportunities.

For additional information, please visit [www.realschoolgardens.org](http://www.realschoolgardens.org).

**Summary:** The Program Assistant provides administrative support to the Executive Director and the fundraising team at our Fort Worth, Texas office. This full-time role is key to our fundraising activities, including donor and public relations, communications and special events. The Program Assistant works closely with the National Board of Directors, other members of the development team, the Dallas/Fort Worth Regional Program Team and the larger REAL People community.

**Responsibilities:** We are seeking a Program Assistant who will be responsible for a variety of duties including:

- Assisting the Executive Director by
  - providing general administrative support including scheduling meetings, speaking engagements and travel
  - arranging timely and engaging interactions with board members, major donors, foundation, corporation and government representatives, and other members of the private and non-profit sectors
  - preparing minutes for various meetings
  
- Providing support for all individual, major donor, corporate and foundation fundraising efforts by
  - organizing and maintaining development records, office files and other materials
  - generating reports
  - conducting preliminary research related to prospective donors
  - drafting letters, proposals and other documents to solicit funding
  - supporting the completion of funding requests (i.e., compiling necessary documents, mailing application packages, etc.)

- assisting e-philanthropy efforts
- maintaining the development calendar with grant proposal, progress report and other key dates
- processing, tracking and acknowledging donations
- Supporting special events by
  - assisting in planning and managing special events, particularly donor cultivation, donor stewardship and fundraising events
  - providing occasional assistance outside the normal schedule to accommodate and support the organization, particularly at fundraising and community outreach events
- Providing general office support for the organization and community
  - by fielding inquiries, answering telephone calls, emails and requests for information, and other duties as needed

**Required skills and experience:**

- a demonstrated commitment to the vision, core values, and spirit of REAL School Gardens;
- strong written and verbal communication skills with exceptional attention to detail;
- excellent interpersonal and customer service skills, with the ability to effectively communicate with people of all ages and backgrounds;
- ability to learn quickly, multi-task and work in an environment of growth;
- excellent time management and organizational skills;
- desire to contribute in a team oriented work environment;
- exceptional ethics, integrity and good judgment;
- ability to access and operate a personal computer and office productivity tools including a copy machine;
- proficiency in Microsoft Office application suite is essential (additional database experience is a plus);
- experience with fundraising tools and the ability to use effectively for donor management;
- a passion for providing young children with opportunities to connect to and learn from the natural world;
- a bachelor's degree or equivalent work experience required.

Please submit a resume, cover letter, writing sample and salary requirements to [info@realschoolgardens.org](mailto:info@realschoolgardens.org) or fax to 817.348.8680.