

Job Title	Associate Director of Development
Employer/ Agency	Healthcare for the Homeless - Houston
Job Description	The Associate Director of Development is a full-time role critical to advancing the mission of HHH. This role is responsible for strategic fundraising initiatives targeting individual donors, corporations, foundations and select federal, state and local funders. Reporting to the Chief Development Officer, the Associate Director of Development will play a vital role in donor cultivation, community engagement, and event planning to drive the organization's mission forward.
Qualifications	<ul style="list-style-type: none"> • Undergraduate degree in a related field • At least 5 years related development/fundraising experience • Demonstrated experience with donor relations leading to 4 and 5-figure gifts • Proficiency with Microsoft Office, Google Suite, spreadsheets and databases
Salary/Hours	<ul style="list-style-type: none"> • Annual Salary of \$75,000 - \$90,000 depending on experience • Competitive health insurance benefits through Blue Cross Blue Shield of Texas • Competitive retirement pension benefits - HHH contributes 8% of annual salary regardless of employee contribution • Competitive sick time, personal time and vacation benefits, with increased accrued time based on tenure with the organization • Eleven observed holidays of PTO per year
Address	1934 Caroline St.
City, State, Zip	Houston, TX 77002
Contact Person	Kathryn Rogers, Chief Development Officer
Telephone Number	713-286-6131
Email Address	Kathryn.rogers@bcm.edu
Application Method	Submit resume and one-page cover letter to kathryn.rogers@bcm.edu
Opening Date	Immediately

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