

UNIVERSITY OF HOUSTON GRADUATE COLLEGE OF SOCIAL WORK JOB OPPORTUNITY POSTING

Job Title: Fund Development Officer

Employer/ Agency: Chinese Community Center

Job Responsibilities:

The Fund Development Officer plays an important role by providing administrative support to the Development Office and participating in all fundraising activities including donor and public relations and special events. The Fund Development Officer will :

- Provide administrative support such as correspondence, tracking, internal reports, meeting scheduling and filing as related to giving
- Continually update and correct database records.
- Process donations and prepare acknowledgement letters and other correspondence
- Maintain foundation, corporation and individual donor files
- Prepare solicitation materials for distribution. (i.e. copying, filing, mailing, e-mailing)
- General Administrative Support, and other duties as assigned

Knowledge, Skills, and Abilities

- Bachelor's degree in Social Work, or related field
- Bilingual in an Asian language preferred
- Strong computer skills, including demonstrated experience with MS Office (Word, Excel, Power Point)
- Excellent written and verbal communication skills and strong interpersonal skills
- Attention to detail, including proofreading and project follow-through
- Ability to work with people from a variety of culturally diverse backgrounds

Hours/Salary: Full Time position, Salary commensurate with experience

Employer/ Agency: Chinese Community Center

Address: 9800 Town Park Drive

City, State, Zip: Houston, Texas 77036

Contact Person: Chi-Mei Lin

Contact Title: Executive Director

Telephone: 713-271-6100 x 104

Email: chimeil@ccchouston.org

Opening Date: Immediate

Application method: Email resume and cover letter to Chi-Mei Lin at the listed email address