

Date Posted: 3/26/10

**University of Houston
Graduate College of Social Work**

JOB OPPORTUNITY POSTING

Job Title: Development Director

Employer/ Agency: Community Family Centers

Job Description: Job Reporting directly to the CEO, and working closely with other senior staff and volunteers, the Development Director will be charged with building a comprehensive fund development program for Community Family Centers (for more Agency information visit: communityfamilycenters.org). The Development Director's responsibilities will include driving the development of an annual fundraising plan and long-term fundraising strategy, including a capital campaign component, aligned with the organization's strategic vision.

Responsibilities: Identifying, cultivating, soliciting and stewarding major corporate, foundation and individual donors. Involving the CEO and Board of Directors in donor cultivation, solicitation and stewardship, and working with program staff in supporting relations with granting agencies and organizations, as appropriate. Supervising the preparation of government agency grant requests. Ensuring that donor/grantor reporting, acknowledgement, gift receipting, and donor recognition are handled at the highest professional level. Coordinating special event fundraising activities. Recruiting and training volunteer fundraising leadership. Overseeing management of the donor database.

Qualifications: 5-7 years experience in development for nonprofit organizations. Initiative, energy, and a strong work ethic. Excellent written and oral communication skills. Experience organizing and implementing both capital campaigns and annual fund campaigns with demonstrable success in designing and implementing a variety of fundraising and development programs to include leadership roles in major individual and foundation relations, corporate sponsorships, special event fundraising, government agency grants management, capital campaign fundraising, grassroots and volunteer-based fundraising, internet/e- philanthropy, and other development programs and activities. Knowledge of database

management, analysis, and donor management software. Ability to initiate and develop relationships with existing and prospective donors. Excellent written and oral communications skills. Ability to develop and manage budgets. Bachelor's degree from a four-year college or university required. Advanced degree preferred.

Salary/Hours: **Negotiable**

Employer/ Agency: Community Family Centers
Address: 7524 Avenue East
City, State, Zip: Houston, TX 77012-1200

Contact Person: Myrna Reyes
Fax: 713.923.4243
Email: mreyes@communityfamilycenters.org

Application Method: Send resume to Myrna Reyes (listed above).

Opening Date: Immediate

If your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at mswjobs@sw.uh.edu with the hiring details of your new job opportunity. Thank you