

Date Posted: 05/23/2011

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

JOB OPPORTUNITY POSTING

Job Title: Development Manager

Employer/Agency: ChildBuilders

Job Description: ChildBuilders' Development Manager provides leadership, strategic initiative, and management of all fundraising efforts for this 501(c)(3) nonprofit organization that provides programs and trainings to promote healthy social and emotional development in all children and families.

The Development Manager reports to the Executive Director and is responsible for identifying, approaching soliciting and acknowledging all contributions and grants.

JOB DUTIES

1. Annual Fundraising Luncheon

Oversee all aspects of annual fundraising luncheon to include securing sponsorships, indentifying honorees and chairpersons, determining and securing venue, obtaining raffle and auction items, ensuring that mailing lists are correct, overseeing invitation design, production and mailing.

2. Foundation Funding

- Oversee and work with contract grant writer to ensure that proposal timelines are met and applications are submitted and complete
- Maintain excellent donor relations with foundation sta and/or trustees
- Identify new foundation prospects
- Ensure that reports are submitted on time

3. Public Funding

- Research potential government funding sources
- Ensure that grants are submitted on time

- Ensure that reports and financial accounting methods are in place, working with program and finance staff

4. Corporate Funding

- Identify new corporate funding prospects
- Ensure excellent donor relations
- Implement the Adopt-A-School program in which corporations provide financial support and help to implement ChildBuilders' programs in area schools

5. Public Relations

- Prepare and submit press releases
- Ensure that all collateral materials representing ChildBuilders are consistent with our branding image
- Oversee preparation and production of all fundraising Internet communications
- Develop and maintain a media contact list
- Establish relationships with the media

6. Board of Directors

- Attend meetings and work closely with the board members to identify prospective funding targets
- Schedule meetings with prospective funders and board members
- Provide fundraising reports as required

7. Development Committee

- Plan, schedule, and organize Development Committee meetings
- Recruit Development Committee members
- Follow-up to ensure that committee members complete assigned tasks

8. Strategic Initiatives

- Research and cultivate new donors
- Research opportunities for collaborative funding with other nonprofit organizations
- Enhance donor stewardship program
- Recruit and train volunteer fundraising leadership
- Offer exemplary leadership for the organization at large

9. Other

- Create an annual organizational revenue budget, including projected income from all fundraising

- sources
- Develop and maintain an annual expense budget for the development activities and special events
- Administer annual membership of the organization's Building Blocks Society, including membership drives and solicitations
- Ensure appreciation of all donors and submit funders reports as required
- Administrator of the eTapestry database

Qualifications: This position requires at least a Bachelor's degree, preferably in a business related discipline, and at least five years of progressive, relevant management and fundraising experience in the Houston area. Excellent writing skills are also necessary. The salary range depends on experience and accomplishments.

Salary/Hours: Salary DOE/Full-time

Employer/Agency: ChildBuilders
Address: 2425 Fountain View, Suite 210
City, State, Zip: Houston, TX 77057

Contact Person: Trish King, RN, BSN
Contact Title: Executive Director

Phone: 713-481-6555
Fax: 713-481-6548
Email: trish@childbuilders.org

Application Method: Apply via email to contact listed above

Opening Date: Immediately

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