

Date Posted: 07/12/2011

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

JOB OPPORTUNITY POSTING

Job Title: Director of Fund and Program Development

Employer/Agency: Alliance of Community Assistance Ministries

Job Description: Under the general supervision and direction of the Executive Director: develops, manages, implement agency fund development programs including: cultivation of donors, grant writing, resource development through foundations, individuals and corporations and special events. Manages the overall daily operations of fundraising and donor cultivation with the goal of meeting budget. Related duties as required.

Specific Requirements:

1. Drafts grant proposals both public and private; creates annual timeline of proposals.
2. In coordination with the Executive Director and the Boards of Directors, solicits gifts and sponsorships from individual, foundation and corporate donors.
3. Develops and maintains effective systems and procedures for fundraising
4. Manages day-to-day development activities.
5. Oversees scheduling of consultants who coordinate community trainings for membership and those who perform capacity assessments.
6. Develops annual training schedule in conjunction with consultants and member ministries.
7. Oversees and manages the RFP process for members.
8. Creates and oversees centralized calendar of fundraising activities and evaluates ongoing fundraising programs, provides monthly fundraising reports.
9. Works closely with the Executive Director in overseeing donor contact and cultivation. Coordinates donor site visits and tours through

- facilities.
10. Works closely with the Executive Director on fundraising and sponsorship components of special events. Assists in the management and coordinator of special events and fundraising activities.
 11. Establishes and maintains beneficial professional relationship with contacts via telephone, printed materials, community presentations and personal visits.
 12. Raises awareness of ACAM by participating in community events and conferences as deemed appropriate and beneficial by the Executive Director.
 13. Works closely with consultants as assigned by the Executive Director.

Qualifications:

Candidate Specifications

The ideal candidate will have:

- Strong organizational and technical skills;
- Ability to build effective relationships and networks;
- Knowledge of and familiarity with proven capacity building strategies;
- Clear understanding of social service ministries and their role in the community;
- Demonstrated verbal and written communication skills;
- Excellent problem-solving and decision-making capabilities;
- Strong interpersonal skills;
- Cross-cultural sensitivity;
- Training and development expertise in both design and delivery;
- Self-motivation and self-direction skills;
- Strong critical thinking skills.

Education Credentials:

- An undergraduate degree is required.

Management and Work Experience

- Minimum of three to five years management or equivalent experience with non-profit organizations in fund and program development management responsibilities;
- Proven ability to write grants with successful track record in fundraising;

- Demonstrated ability to effectively manage projects like special events, and execute program planning;
- Ability to understand all aspects of non-profit management including financial statements and revenue models;
- Ability to communicate well orally and in writing;
- Experience with working with faith based organizations a plus;
- Working knowledge of data management and analysis;
- Ability to operate Microsoft Office Systems (Word, Excel, Access and Outlook) required.

Personal Skills and Characteristics

- Effective communicator with excellent presentation skills;
- Exceptional follow-through and superior organizational skills;
- Maintains the highest standard of personal and technical integrity;
- Demonstrates a high level of professionalism, personal creativity and the ability to develop and maintain an environment that stimulates creative thinking;
- Ability to communicate with the public at all levels.

Salary/Hours: Competitive salary and benefits package, salary commensurate with experience; Full-time

Employer/Agency: Alliance of Community Assistance Ministries
Address: 770 South Post Oak Lane, Suite 525
City, State, Zip: Houston, TX 77056

Contact Person: Ellen T. Cokinos, LMSWW
Email: ecokinos@ellencokinos.com

Application Method: Qualified applicants please send inquiries or resumes to Ellen T. Cokinos, LMSW, on Behalf of ACAM via email, fax or mail. Fax #713-789-8651

Opening Date: Immediately

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