

Date Posted: 07/07/2011

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

**JOB OPPORTUNITY POSTING**

- Job Title:** Deputy Director/COO
- Employer/Agency:** SER-Jobs for Progress of the Texas Gulf Coast, Inc.
- Job Description:** An inspirational and dynamic leader to serve in the newly created role of Deputy Director/COO and lead all aspects of fundraising and operations for this fast paced, entrepreneurial organization. In partnership with the CEO and the senior management team, the COO will bear primary responsibility for the creation and implementation of all fundraising strategies including major gifts, foundation/corporate cultivation, national sponsors, government funding, developing grant proposals, work with HR, programs and appeals to individuals, institutions, fundraising events, launching corporate sponsorship efforts, providing fundraising leadership and establishing strategic partnerships as part of an organizational growth plan. The Deputy Director/COO must be a proven and skilled leader, capable of directing, motivating and developing staff in addition to advancing a sustainable and innovative philanthropic development program to support this high growth entrepreneurial organization.

**Responsibilities**

**1. Programs/Operations**

- Provides critical leadership, management and coordination to aspects of SER's operations.
- Provides strategic development and advice to senior management and program staff.
- Program development: assist all program directors with project development, evaluation and grant development.
- Oversees agency operations including providing leadership to program directors, managers and supervisors.

- Assists the Executive Director/CEO in general administration including finance, human resources, staff training, property management and public relations.
- Oversees integration of agency services for seamless delivery of services.

## **2. Fund/Program Development**

- Evaluates the effect of internal and external forces on the organization and its operations/fundraising and lead short and long range fund development plans and programs that support SER's values, mission and general objectives.
- Identifies potential sources of corporate, foundation, national sponsors, government and individual major donor support, including the ongoing development and maintenance of a prospect database.
- Identifies and resolves fundraising challenges including overseeing grant writing, communications and program development.
- Leads development and testing of new strategies for achieving sustainable annual operating funding base with emphasis on unrestricted gifts.

## **3. Business Development**

- Leads exploration and development of strategies and plans for raising substantial amounts of growth capital in future years including private venture philanthropy.
- Develop business plans for new initiatives as part of SER's strategic plan and obtain resources needed to fund business initiatives.

### **Qualifications:**

- Minimum of a bachelor's degree in Public Administration, Business, or related field. MBA preferred; however, experience will be considered in lieu of a master's degree.
- Minimum of 5 years diverse experience specifically in fundraising and in senior management.
- Proven track record and established relationships with major donors, corporations, foundations, and governmental agencies.
- Experienced, skilled leader capable of directing, motivating and inspiring staff, donors and volunteer leaders.

- Excellent organizational and leadership skills.
- Strong verbal and written communication skills with experience addressing groups of all sizes and composition.
- Strategic thinker, deadline driven and able to develop budgets.
- Knowledge of not-for-profit accounting
- Bilingual a plus

**Salary/Hours:** Salary DOE  
Full-time

**Employer/Agency:** SER-Jobs for Progress of the Texas Gulf Coast, Inc.  
**Address:** 201 Broadway  
**City, State, Zip:** Houston, TX 77012

**Contact Person:** Nory Angel  
**Contact Title:** Executive Director & CEO

**Application Method:** To apply please email your resume and cover letter to [nory.angel@serhouston.org](mailto:nory.angel@serhouston.org). No phone calls please.

**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 [mjobs@sw.uh.edu](mailto:mjobs@sw.uh.edu) with the hiring details of your new job opportunity.  
Thank you***