

Job Title	Development Associate: Donor Records
Employer/ Agency	SEARCH Homeless Services
Job Description	Primary role is to help the entire Development Team maximize use of our donor tracking database as we work to raise over \$3M from private donors each year. Maintains accuracy for all fields in Raiser's Edge donor tracking database. Inputs data for all gifts as they occur, produces and delivers donor acknowledgements, and reconciles revenue details with Finance team monthly. Generates accurate mailing lists for direct mail solicitations and event promotions/invitations. Helps design reports that drive effective solicitation for the team. Our database currently has 24,000 constituents. Also spends around 25% of time on social media and communications to promote our agency. Responsible for the content, design, and coordinated distribution for electronic communication / twitter / facebook / etc. Manages the SEARCH photo library and photo release records. Engages SEARCH staff from all departments in sharing their stories and helping connect donors to our work.
Qualifications	Ideal candidates have prior Raiser's Edge (or other database) experience, Bachelor's Degree, and 1-2 years' experience in administrative support role or marketing/PR role. Excellent writing / editing skills, attention to detail, good time management, and empathy for clients experiencing homelessness essential.
Salary/Hours	Based on Education & Experience
Employer/Agency	SEARCH Homeless Services
Address	2505 Fannin
City, State, Zip	Houston, TX 77002
Contact Person	Jaime McMinn
Contact Title	HR Director
Telephone Number	713-739-7752
Fax Number	713-739-9201
Email Address	HR@SEARCHHomeless.org
Application Method	Email Resume
Opening Date	08/31/2015

To post a job opportunity or if your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at majobs@central.uh.edu with the hiring details of your new job opportunity. Thank you.