

Job Title	Director of Philanthropy
Employer/ Agency	Girls Empowerment Network
Job Description	<p>Duties and Responsibilities:</p> <ul style="list-style-type: none"> • Identify, solicit, cultivate, and steward major donors and donor prospects, including individuals, corporations, and foundations. • Write complex documents such as grant applications, proposals, reports, case statements, major gift proposals, technical reports, press releases, and communication materials. • Strategically mobilize and engage diverse community members to be involved in GEN activities; including volunteers who work directly with girls as well as overseeing the recruitment, training, and retention of volunteers involved in fundraising and administrative duties • Manage the overall logistics of small events like donor acknowledgment/cultivation happy hours, community outreach presentations, etc. • Manage online fundraising and social media campaigns. • Develop and engage with a Houston fundraising Advisory Board. • Raise awareness of GEN in the Houston community, including seeking out and speaking publicly about GEN at community events and representing the agency for PR opportunities. • Supervise and manage staff by provide coaching, feedback, and effective leadership for team to ensure the smooth functioning of all daily activities. • Job is located in Houston, TX.
Qualifications	<p>Critical Skills and Qualifications:</p> <p>Required Qualifications</p> <ul style="list-style-type: none"> • Bachelor’s degree from four-year college or university; Master’s in nonprofit management, social work, business, or a related field preferred. • Minimum of 5 years of professional experience in a nonprofit managerial role (or similar field). • Minimum 3 years of experience in professional fundraising; demonstrating a track record of raising at least \$350,000/annually in philanthropic dollars. • Deep understanding of the Houston philanthropic and corporate communities. • Personal commitment to the mission and values of the organization. <p>Critical Skills and Personal Attributes:</p> <ul style="list-style-type: none"> • High level of integrity, personal motivation, ethics, and cultural sensitivity. • Experience supervising staff, building a positive team culture, and guiding others toward successful attainment of shared goals. • Strong written and verbal communication skills. • Computer literacy in general office software programs, including word-processing, spreadsheet, and fundraising or CRM software. • Ability to work independently, exercise initiative, and accomplish tasks with a high level of autonomy. • Comfort working on both big picture, strategic activities alongside managing day-to-day tasks and strong attention to detail. • Ability to work cooperatively, courteously, and effectively with a broad spectrum of people ranging from staff, board members, volunteers, and donors. • Ability to remain flexible and work with multiple and changing priorities when necessary. • Entrepreneurial spirit, self-motivation, and excitement about working in a startup phase.

	<ul style="list-style-type: none"> • Able to commit to a traditional M-F 40-hour work week, with periodic evening and weekend availability. • Has reliable transportation and the ability to travel to Austin approximately once every 1-2 months for agency meetings and trainings.
Salary/Hours	Full Time, DOE
Employer/Agency	Girls Empowerment Network
Address	P.O. Box 3122 Austin, TX 78764
City, State, Zip	Austin, TX 78704
Contact Person	Caroline Crawford
Contact Title	Program Director
Telephone Number	512-808-4044
Fax Number	512-916-9885
Email Address	employment@girlsempowermentnetwork.org or Caroline@girlsempowermentnetwork.org
Application Method	<p>Please submit a cover letter and resume to employment@girlsempowermentnetwork.org with the subject line “Director of Philanthropy.”</p> <ul style="list-style-type: none"> • In addition to briefly describing your background and qualifications, please include responses to the following prompts in your cover letter. Cover letters will factor heavily into who is selected for interviews and letters that do not include this information will not be considered. Please limit your response to a maximum of 2 pages, single spaced: <ol style="list-style-type: none"> 1. GEN’s mission is to ignite the power in girls by teaching them skills to thrive and believe in their ability to be unstoppable. What resonates most with you about this mission? 2. What would you say has been the most important experience or accomplishment you’ve had as a professional fundraiser? 3. What do you see as the unique strengths that distinguish you as a professional? 4. What is the most important element you are looking for in your next job, and why? • Please name your resume Lastname_Firstname_resume and your cover letter Lastname_Firstname_letter, for example: Jones_Jessica_resume and Jones_Jessica_letter
Opening Date	September 2018

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 mswjobs@central.uh.edu with the hiring details of your new job opportunity. Thank you.

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