

Job Title	Coordinator of Resource Development
Employer/ Agency	United Way of Greater Baytown Area & Chambers County
Job Description	The Coordinator of Resource Development will be a member of the team reporting to the Executive Director and will have primary responsibilities for annual campaign and additional resource development for the entire area served, consistent with the organization's mission, vision and strategic plan.
Qualifications	Bachelor's degree or equivalent experience required. Self-motivated, able to function independently and as a team member. Skilled in Microsoft Office applications, and able to learn new software. Maintains appropriate confidentiality regarding records and donations. Excellent oral and written communication and presentation skills. Able to work before/after regular hours (infrequently) in connection with special events. Must possess valid Texas driver's license and reliable transportation. Bilingual helpful. Ability to pass background and drug test.
Salary/Hours	DOE
Address	5309 Decker Drive
City, State, Zip	Baytown, TX
Application Method	Qualified interested applicants may send their resume to: United Way of Greater Baytown Area & Chambers County, 5309 Decker Drive, Baytown, TX 77520; fax 281-424-8950 or e-mail admin@unitedwaygbacc.org
Opening Date	Immediately

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.