

Date Posted: 02/04/13

**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 direction of the CEO, the Director of Fund and Program Development develops, manages and implements fundraising, program and marketing strategies with minimal supervision and may be asked to perform other duties as needed.
- Qualifications:** Ability to operate Microsoft Office Systems (Word, Excel, Access and Outlook) is required.
Self-motivation and self-direction skills with the highest standard of personal, professional and technical integrity. A high level of personal creativity and the ability to develop and maintain an environment that stimulates creative thinking.
Strong technical, analytical and critical thinking skills and working knowledge of data management and analysis. A clear understanding of social service ministries and their role in the community.
Strong, cross-culturally sensitive interpersonal and communication skills with people at all socio-economic levels; orally, in writing and in developing and giving presentations. Ability to understand all aspects of non-profit management including financial statements and revenue models. Excellent problem-solving and decision-making capabilities.
MANAGEMENT AND WORK EXPERIENCE
Minimum of three to five years in management or equivalent experience with non-profit organizations in fund and program development with management responsibilities. Expertise in program design and delivery and familiarity with organizational capacity building strategies. Proven ability to write grants and a successful track record in fundraising and relationship building. Demonstrated ability to effectively manage multiple projects, events, and programs. Experience with website content maintenance, social media and publishing software. Experience working with faith based organizations is a plus.
- Salary/Hours:** DOE
- Employer/Agency:** Alliance of Community Assistance Ministries
Address: 770 South Post Oak Lane
City, State, Zip: Houston, TX
- Contact Person:** Jessica Byerly
- Application Method:** Email resumes to: Jessica@acamweb.org
- Opening Date:** Immediate

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