

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

JOB OPPORTUNITY POSTING

Job Title: Chief Development Officer

Employer/Agency: SAMMinistries

Job Description: Manages, directs and implements SAMMinistries' development strategy by coordinating all aspects of fundraising, volunteerism, marketing and public relations. On the direction or absences of the President & CEO, may represent SAMMinistries at various functions, to the press and other public functions. Counsel with Board of Directors and President & CEO to develop strategic, long range goals for SAMMinistries to ensure the sustained operation of the Ministry.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Bachelor's degree from an accredited four-year college or university; plus five years of fundraising management experience at a director's level or above. CFRE preferred.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS

Driver's license. Prefer CFRE Certification.

Salary/Hours: DOE

Employer/Agency: SAMMinistries
Address: 5254 Blanco Road
City, State, Zip: San Antonio, TX 78216

Contact Person: Felisa Talamantez

Telephone Number: 210.340.0302
Fax Number: 210.348.6798
Email Address: ftalamantez@samm.org

Application Method: Email ftalamantez@samm.org for more information.

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 majobs@CENTRAL.uh.edu with the hiring details of your new job opportunity. Thank you