

Job Title	Development Director
Employer/ Agency	Bo's Place
Job Description	In collaboration with the Executive Director, the Development Director is responsible for coordination and implementation of all Bo's Place fundraising efforts and for obtaining the necessary resources to operate Bo's Place including funds, in-kind goods and services and other gifts. The Development Director is responsible for establishing and implementing an effective and comprehensive development plan, driven by the mission, vision, goals and objectives of Bo's Place as adopted by the Board of Directors..
Qualifications	<ul style="list-style-type: none"> • Bachelor's degree. • Minimum of five years experience in progressively more responsible positions in nonprofit fundraising, including grant-writing, annual giving and special events. • Exceptional skill in Microsoft programs and Internet research. • Experience using donor database software and willingness to learn DonorPerfect (system used by Bo's Place). • Media sophistication in online news and social networking. • Strong organizational, management, and administrative skills with the ability to multitask and problem solve. • Requires sound understanding of financial reports and budgeting. • Requires a self-motivated, creative, highly organized individual with an outgoing personality and superior oral and written skills. • Results-driven; excellent time and project management skills. • Strong team orientation. • Integrity, warmth, positive outlook, compassion and a good sense of humor.
Employer/Agency	Bo's Place
Address	10050 Buffalo Speedway
City, State, Zip	Houston, Texas 77054
Contact Person	Donna Jaffe
Contact Title	Administrative Director
Telephone Number	713-942-8339
Fax Number	713-942-2252
Email Address	info@bosplace.org
Application Method	Email or mail cover letter and resume to info@bosplace.org
Opening Date	Immediately

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