

Date Posted: 01/30/12

**University of Houston
Graduate College of Social Work
JOB OPPORTUNITY POSTING**

Job Title: Development Associate

Employer/Agency: Humble Area Assistance Ministries

Job Description: In collaboration with and under the direction of the Assistant Executive Director, the Development Associate is responsible for coordination and implementation of fundraising efforts and for obtaining the necessary resources for agency operations. The Development Associate is responsible for establishing and implementing an effective and comprehensive development plan, driven by the mission, vision, goals and objectives of Humble Area Assistance Ministries.

PRIMARY RESPONSIBILITIES

- Manage the development and implementation of a funding plan with diversified sources of revenue that meets annual revenue projections & budgetary needs.
- Build relationships with foundations, corporations, organizations and individuals including solicitation, proposal writing, reporting and stewardship.
- Cultivate a dynamic relationship with donors and volunteers.
- Take responsibility for and manage grant calendar & the timely submission of grant requests and reports.
- Collaborating with appropriate staff and vendors, write and prepare all proposals, grant requests, direct mail solicitations, and underwriting letters.
- Serve as lead staff for the development, promotion and execution of all special and third party events.
- Develop & implement strategies to identify new prospect opportunities as well as enhance current giving.
- Serve as the staff liaison to Development Committee.
- Provide all required management reports.
- Engage program staff to provide program stories that capture the impact of programs to share the impact of HAAM's work with key donors.
- Develop & supervise donor acknowledgement program.

- Manage a comprehensive donor database system that ensures accurate recording of gifts and relationships, prompts routine donor contact, tracks donor recognition activity, and is regularly updated with research and new information and that ensures the confidentiality and privacy of donors.
- Represent HAAM at appropriate community events.
- Responsible for donor and public relations site visits and meetings.
- Other responsibilities as requested by Executive Director and/or Assistant Executive Director.

Qualifications:

- Bachelor's degree.
- Minimum of three to five years' experience in non-profit fundraising, including grant-writing, annual giving and special events.
- Skill in Microsoft programs and Internet research.
- Strong organizational, management, and administrative skills with the ability to multi-task 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, with ability to provide and accept feedback and to work collaboratively.
- Integrity, warmth, positive outlook, compassion and a good sense of humor.

Salary/Hours:

DOE

Employer/Agency:

Humble Area Assistance Ministries

Address:

P.O. Box 14051

City, State, Zip:

Humble, TX 77337

Application Method:

Forward resume, cover letter and salary history/expectations to: HR@haaministries.org. No phone calls please.

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@sw.uh.edu with the hiring details of your new job opportunity.

Thank you