

Date Posted: 01/07/13

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

JOB OPPORTUNITY POSTING

Job Title: Development Coordinator

Employer/Agency: Literacy Advance of Houston

Job Description: The Development Coordinator is a salaried position which requires strong communication skills and ability to multi-task in a fast-paced environment, supporting many Development functions and team members. This is an exciting opportunity to work in a small development shop, learning best practices associated with fundraising and communications, and growing leadership skills as the agency expands.

The Development Coordinator will compose and manage a variety of communications and writing materials, including: thank you letters, donor acknowledgment, and other stewardship pieces; electronic, web, and interactive media communications; collateral materials for donor solicitation and support; and other special projects as assigned. The Development Coordinator will also manage fundraising for Literacy Advance's Individual Giving program, as well as fundraising promotions with interested third parties from the community. This position will provide support for donor stewardship activities, and assistance with event planning, production, and logistics. This position reports to the Development Director.

Qualifications: A Bachelor's degree required with one – three years of development, communications, and/or nonprofit experience preferred. Candidates must have a proven ability to handle multiple projects and deadlines with ease, as well as show that they possess organizational skills and a drive toward attention for detail and strategic thinking. They must also possess the ability to work independently within guidelines provided, while pro-actively communicating successes and challenges. Candidates must demonstrate excellent written, verbal, and interpersonal communication skills. Experience with project and event management, marketing and reporting metrics are also requirements. Fundraising database experience is preferred, as well as proficiency in Microsoft Office and Adobe. Candidates must be available for evening and weekend work, and have reliable transportation.

Salary/Hours: This is a full-time, exempt position based at our Wilcrest office location. This position is eligible for health and dental benefits, as well as a PTO accrual of 6 hours per pay period for a total of 144 hours annually. Occasional evening and weekend work may be required and reliable transportation is also

necessary, with mileage and expenses reimbursed according to agency policy guidelines. Salary is dependent on qualifications and experience.

Employer/Agency: Literacy Advance of Houston
Address: 2424 Wilcrest, Suite 120
City, State, Zip: Houston, TX

Application Method: Send resume and cover letter describing your qualifications and salary requirements to the following.

No phone calls please.

Our apologies, but only short-listed candidates will be contacted.

Email: human.resources@literacyadvance.org
Mail: ATTN: Human Resources
2424 Wilcrest, Suite 120
Houston, TX 77042
Fax: 713.266.8889

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