

Date Posted: 01/07/13

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

Job Title: Manager of Development and Communications

Employer/Agency: Boys and Girls Country of Houston

Job Description: The Manager of Development and Communications position is an exciting opportunity for an innovative, creative and self-driven person to join an exceptional team and create lasting impact on the lives of children. A new role for Boys and Girls Country, the Manager of Development and Communications will provide day-to-day support and project management to the Volunteer Coordinator and Special Events Coordinator. The Manager will work in collaboration with development, program and administrative staff and report to the Director of Development. The Manager of Development and Communications will contribute to fundraising and marketing strategies and play a key role in fulfilling Development department goals.

Qualifications: Significant experience with various development and marketing techniques, strategies and best practices, ideally including annual gifts, online fundraising, events, corporate partnerships, direct mail and social media. Ability to function as a dependable team leader and team member. Have excellent written and verbal communication skills and an ability to vary communication strategy and tactics to meet the needs of varied constituents. Ability to work efficiently on several projects simultaneously and prioritize deadlines. Strong customer service personality and a willingness to roll up sleeves and do whatever is necessary to get the job done.

Minimum of 5-7 years of employment in a challenging non-profit environment with fund development and communications experience. Bachelor's degree from four-year College or university. Fully proficient in Microsoft Office Environment. Working Knowledge of Raiser's Edge donor software.

Salary/Hours: DOE

Employer/Agency: Boys and Girls Country of Houston

Address: 18806 Roberts Road

City, State, Zip: Hockley, TX

Contact Person: Don Weber

Contact Title: Director of Human Resources

Telephone Number: 281.351.4976 x236

Fax Number: 281.351.4978

Email Address: Don.weber@boysandgirlscountry.org

Application Method: Cover Letter and Resume may be submitted to: Don Weber, Director of Human Resources

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