

Date Posted: 01/15/13

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

Job Title: Development Associate

Employer/Agency: Heartgift San Antonio

Job Description: The Development Associate for HeartGift San Antonio plays a critical role in the organization's efforts to secure resources for its funding priorities. The position provides staff support to the organization's development program to meet and advance HeartGift's mission, vision and values.

Qualifications: Ability to multi-task, handling logistics and follow through on multiple events/programs at the same time. Solid understanding of fundraising databases, including donor segmentation, tracking and donor research. Strong interpersonal skills and the ability to collaborate, build alliances, and achieve results within a population that may possess competing interests or expectations. Knowledge of and skilled with Microsoft Office, used for word processing, spreadsheets, email and presentations. Excellent communication skills - oral, written and presentation - essential. Minimum of three years development experience; volunteer experience considered. Bilingual skills a plus.

Salary/Hours: DOE

Employer/Agency: HeartGift
City, State, Zip: San Antonio, TX

Application Method: Please email resume with cover letter to HR@HeartGift.org with HeartGift San Antonio in the subject line

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