

Date Posted: 01/28/13

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

Job Title: Development Director

Employer/Agency: Depression and Bipolar Support Alliance of Greater Houston

Job Description: The DBSA Development Director must skillfully work concurrently on multiple fundraising projects that have overlapping deadlines. The ideal candidate for this deadline-driven position is passionate about the DBSA mission, diplomatic, highly organized, extremely detail oriented, and analytical while exuding a professional and courteous demeanor.

Qualifications: Minimum five (5) years experience successfully managing nonprofit development plans and staff. Strong grant writing, outcome-based grant reporting, and program budget skills. Event planning expertise. Must have advanced computer skills, especially database management systems, Microsoft Office (Excel, Outlook, and Word). Exceptional attention to detail, including strong proofreading and editing skills. Maintain high level of confidentiality. Work well in a small office, which requires teamwork in planning, input, evaluation and verbal communication. Working knowledge of donor software programs preferred. Marketing experience a plus

Salary/Hours: DOE

**Employer/Agency:
City, State, Zip:** Depression and Bipolar Support Alliance Greater Houston
Houston, TX

Application Method: Email resume to:
hr@dbsahouston.org<mailto:hr@dbsahouston.org

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