

**Date Posted: 06/04/12**

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

**JOB OPPORTUNITY POSTING**

**Job Title:** Director of Corporate and Foundation Development

**Employer/Agency:** Santa Maria Hostel

**Job Description:** The Director of Corporate and Foundation Development will be responsible for developing and implementing a sustaining development strategy for the organization. Reporting to the CFO, the Director will be responsible for achieving Santa Maria's fundraising goals and engaging with existing and potential sponsors and donors, including private individuals, corporations, Churches, and private foundations.

1. Fund Raising – Establishes short- and long-range goals for sustaining resource development plan. Strategizes and orchestrates methods of approach to potential donors. Cultivates and nurtures relationships with current and potential sponsors and donors. Researches public and private grant sources to identify sources of funding, writing grant proposals and reports to current and potential funders. Coordinates with current program development staff to maximize transfer of knowledge for program funding opportunities. Organizes individual donor and BOD campaigns and solicitation drives for pledges of ongoing support from individuals, corporations, and foundations.

2. Major Gift/Donor Support – Produces major donor, board and special category solicitations/support materials with the intent to retain or upgrade gifts when possible. Cultivates donors by producing specialized correspondences, preparing letters of acknowledgment, scheduling and attending in-person visits.

3. Planned Giving Program – Develops and tracks progress of Legacy and Bequest gifts. Produces correspondences and encourage partial/early disbursement where appropriate.

4. Database and Records Management – Maintains records of contributors and grants, with security and quality controls. Generate queries, reports, exports and any other collection data

as needed.

5. Development Public Relations – Attends public, private, and government functions, is available to provide presentations and speeches on behalf of the organization, produces general development content for the SMH website, and develops and writes all donor communication materials.

**Qualifications:**

1. Minimum of 5 years of direct individual, corporate, and foundation fund raising experience. Strong, persuasive verbal and written communication and grant writing skills.
2. Proven track record of achieving revenue targets. Good computer skills and knowledge of data base programs
3. Experience working with Senior Level executives in a corporate environment. Strong partnership-building and event planning skills.
4. High energy, positive, “can-do” attitude, flexibility, teamwork, and attention to detail; high degree of initiative.
5. Demonstrated ability to think strategically and thorough understanding of strategic development with the ability to prospect, cultivate, and manage new accounts

**Salary/Hours:**

Fulltime Monday-Friday; Salary negotiable DOE

**Employer/Agency:**

Santa Maria Hostel

**Address:**

2005 Jacquelyn

**City, State, Zip:**

Houston, TX 77055

**Contact Person:**

Barbara Page

**Contact Title:**

Chief Financial Officer

**Telephone Number:**

713-301-2618

**Fax Number:**

281-657-0956

**Email Address:**

bpage@santamariahostel.org

**Application Method:**

Email only

**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](mailto:mswjobs@sw.uh.edu) with the hiring details of your new job opportunity.***

***Thank you***