

Date Posted: 03/12/13

## Job Opportunity Posting

Job Title:	<u>Fund Development Manager</u>
Employer/ Agency:	<u>Chinese Community Center</u>
Job Description:	<p>The Fund Development Manager plays an important role at CCC by providing fund-raising, grant writing and administrative support to the Development Office. The Fund Development Manager will participate in all fund-raising activities, including donor and public relations, and special events such as the Lunar New Year Festival and annual CCC gala.</p> <p>The Fund Development Manager will:</p> <ul style="list-style-type: none"><li>• Coordinates grant opportunities, including writing, research, and reporting of government, foundation, and corporation grants</li><li>• Establish and maintain relationships with donors and potential donors</li><li>• Process donations and maintain foundation, corporation and individual donor files (including maintenance of donor database records)</li><li>• Provides assistance to the Board of Directors and Executive Committee members as related to fundraising</li><li>• Assist in the coordination of the annual gala and community events</li><li>• Works closely with program directors regarding funding opportunities, project reports, and marketing activities</li><li>• Attends donor/fundraising/networking receptions, dinners, conferences, and meetings</li><li>• Write and distribute all correspondence pertaining to fundraising, including preparation of acknowledgment letters.</li><li>• Coordinate publication of the quarterly e-newsletter and distribute to donor base</li><li>• Other duties as assigned</li></ul>
Qualifications:	<hr/> <ul style="list-style-type: none"><li>• Bachelor's degree or equivalent experience in English, Fund Development, Human Services, or related field required, Masters preferred</li><li>• Experience in development/fundraising in non-profit organization preferred</li><li>• Strong written and verbal communication skills in English</li><li>• knowledge of an Asian language helpful, but not necessary</li><li>• Strong interpersonal skills</li><li>• Strong computer skills, including demonstrated experience with MS Office (Word, Excel, Power Point) and particularly with fundraising / donor software</li><li>• Attention to detail, including proofreading and project follow-through</li><li>• Time management and project management skills</li><li>• Ability to work with people from a variety of culturally diverse backgrounds</li></ul>
Salary/Hours:	<hr/> <u>Full Time, 40 hrs/week. Salary dependent on experience</u>

Employer/Agency: Chinese Community Center

Address: 9800 Town Park

City, State, Zip: Houston, TX 77036

Contact Person: Stephanie Chen

Contact Title: Fund Development Manager

Telephone Number: 713-271-6100 x 105

Fax Number: 713.271.3713

Email Address: [schen@ccchouston.org](mailto:schen@ccchouston.org)

Application Method: Email resume and cover letter to Stephanie Chen at email address listed

Opening Date: Immediate

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