

<b>Job Title</b>	Raiser's Edge/Administrative Coordinator
<b>Employer/ Agency</b>	Mental Health America of Greater Houston
<b>Job Description</b>	The Raisers Edge Database//Administrative Coordinator is responsible for maintaining and managing data in the Raiser's Edge database (50%) and providing administrative support to the Director of Public Policy and Governmental Affairs and the Program Director for the Veterans' Behavioral Health Initiative (50%).
<b>Qualifications</b>	A minimum of five years' experience in an administrative position with database responsibilities; at least two years as a database manager/administrator. A minimum of two years in a development/ fundraising environment; knowledge of the Houston philanthropic community. High level of competency with Raiser's Edge and Microsoft applications.  Maintain strict confidentiality; impeccable attention to detail. Perform as a team player, with ability to adapt to changing priorities and deadlines. Maintain a consistent positive and professional attitude.
<b>Salary/Hours</b>	Full-time with some evening/weekend work.
<b>Address</b>	2211 Norfolk, Suite 810
<b>City, State, Zip</b>	Houston, Texas 77098
<b>Contact Person</b>	Anne Wilburn
<b>Contact Title</b>	Executive Assistant
<b>Email Address</b>	<a href="mailto:awilburn@mhahouston.org">awilburn@mhahouston.org</a>
<b>Application Method</b>	Please submit résumé and cover letter to:  Anne Wilburn Executive Assistant Mental Health America of Greater Houston <a href="mailto:awilburn@mhahouston.org">awilburn@mhahouston.org</a>
<b>Opening Date</b>	Immediately

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