

Job Title	Director of Philanthropy
Employer/ Agency	SER - Jobs for Progress
Job Description	<p>DEPARTMENT DESCRIPTION: The Development & Communications department is responsible for leading and managing all aspects of SER's philanthropic, development and communications strategies and initiatives including strengthening current, successful funding relationships in addition to creating new funding opportunities through effective discovery, cultivation and stewardship. Members of the development and communications department serve as key ambassadors for SER promoting the agency and the positive impact it makes in the community.</p> <p>SER-Jobs for Progress seeks a qualified, dynamic, driven candidate for the position of Director of Philanthropy. Candidate must have proven experience and success with conducting capital campaigns.</p> <p>WORK DUTIES MAY INCLUDE, BUT ARE NOT LIMITED TO:</p> <ul style="list-style-type: none"> • Development and execution of a comprehensive multi – year fund development and communications plan aligned with the agency's strategic plan, and geared towards securing resources to achieve campaign goals/initiatives, direct mail, special events, corporate sponsorship, online campaigns and major giving. • Development and growth of agency's donor database to identify and cultivate prospects while leveraging existing relationships and personal network within the community to enhance relationships. • Formulate and implement core strategies to improve annual individual, corporate and foundation donations including the integration of online, social media, and third party fundraising events. • Work closely with Executive Director and CEO to develop a large scale capital campaign plan and execute said plan. • Work in concert with Grants and Communications Manager to create fundraising promotional material including case of support to build donor support and retention. • Prepare, edit and approve development and communications materials including grant applications, presentations, reports, donor acknowledgement and event ads. • Management and administration of systems, tools that support the development and communications plan. • Establish a donor recognition program and stewardship activities to maximize donor relations including acknowledgement letters, e-newsletters, special event notices, timely telephone calls, emails and in-person visits. • Development and maintenance of departmental budget and annual plans. • Providing leadership and support to Special Events committees and other subcommittees as needed. • Offering guidance to Senior Management team and Board on areas of development and communications. • Development and Management of a volunteer driven development and communications committee chaired by a member of SER's Board of Directors.

	<ul style="list-style-type: none"> • Creating a positive, inclusive work environment for team members and volunteers. • Coaching and mentoring staff to promote personal development and growth. • Provide team members with annual performance management and goals setting support.
Qualifications	<p>REQUIRED EDUCATION and WORK EXPERIENCE:</p> <ul style="list-style-type: none"> • Minimum of a Bachelors degree(in Business, Communications, Journalism, Marketing or related field preferred); Masters degree preferred though not required. • Minimum five years' experience in fundraising and communications. • Minimum three to five years' leadership experience in a development/fundraising role with related experience in (Major Gifts, Corporate Giving, Special Events, Individual Giving and Third Party Events); supervisory experience, grant/contract administration, and fiscal oversight of a budget greater than \$1 million. • Demonstrated flexibility and experience working with sensitive and diverse populations. • Team player who can build meaningful relationships with colleagues, volunteers, donors and fostering a sense of community and collaboration. • Proven ability and skill in strategic planning, benchmarking, environmental scanning and risk assessment and mission advancement. • Ability to set goals and priorities in a fast pace environment while managing anxiety and delivering results. • Ability to use previous experience and knowledge in the field of development and communications to make informed decisions to increase growth and foster strategic, progressive partnerships. • Effective manager to change and lead team to ensure productivity and stellar reputation of SER. • Exceptional verbal and written communication skills as well as an active listener. • Experience working with a volunteer board governed environment. • Excellent computer skills (Word, Excel, Outlook, PowerPoint and Publisher). • Knowledge of Salesforce database is a plus. • Bilingual desired (English/Spanish)
Application Method	<p>TO APPLY: Please submit a resume and thoughtful cover letter, outlining how your skills and experience meet the qualifications of the position, how you heard about the opportunity and your salary requirements, to HR@SERhouston.org. Please enter "VACANCY – Director of Philanthropy" in the subject line. No phone calls please.</p>

To post a job opportunity or 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.