

Date Posted: 09-02-11

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

JOB OPPORTUNITY POSTING

Job Title: Development Director

Employer/Agency: NAMI Metropolitan Houston

Job Description: This position is directly responsible for all facets of fundraising for the organization, including annual giving, capital campaigns, major gifts, planned giving, solicitations to foundations, corporations and individuals and planning major events, such as the NAMI Walks.

Responsibilities:

- Provide technical assistance and support to affiliate members to raise funds in their communities.
- Develop and implement an annual fundraising plan.
- Assist with special events such as the NAMI Walk, which helps to increase NAMI's visibility in the community.
- Perform prospect research on foundations/corporations.
- Coordinate activities/outreach events to strengthen donor relations, and introduce prospective donors to all NAMI programs and support group offerings.
- Responsible for conducting the full range of activities required to prepare, submit and manage grant proposals.
- Work with finance team to gather information necessary to report to funders on grant programs.
- Track all grant requests and enter all donations.
- Prepare acknowledgment letters to donors.
- Develop/coordinate ongoing communications program for current and prospective donors.
- Contribute verbal/written reports at staff, committee and board meetings.

- Maintain electronic/hard-copy donor files.
- Other duties as assigned.

Skills:

- Strong written communication skills; strong editing skills/attention to detail/commitment to accuracy; ability to handle concurrent tasks and comply with deadlines; knowledge of fundraising information resources; experience with writing letters of inquiry and grant proposals; knowledge of basic fundraising strategies; familiar with data base management, spreadsheets and electronic communications; ability to work in a team environment and interacts well with corporate and organization leaders.

Qualifications: Undergraduate degree, minimum of 3 years of nonprofit fundraising experience; bilingual preferred.

Salary/Hours: DOE

Employer/Agency: NAMI Metropolitan Houston
Address: P.O. Box 66270
City, State, Zip: Houston, TX 77266-6270

Contact Person: Jinneh T. Dyson, MS

Email: jdyson@namimetrohouston.org

Application Method: Please submit resume and salary requirements to jdyson@namimetrohouston.org
Please include the title of the position in the subject line.

Opening Date: This job posting will expire on 9/14/2011

***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 with the hiring details of your new job opportunity.
Thank you***