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| Job Title | Director of Philanthropy |
| Employer/ Agency | <p>Palmer Drug Abuse Program – Houston</p> <p>The Director of Philanthropy helps further the mission of Palmer Drug Abuse Program (PDAP) by raising funds necessary to underwrite the cost of the program for teens, young adults, and their families to receive FREE substance abuse prevention, education, and recovery services.</p> |
| Job Description | <p>The Director of Philanthropy's primary responsibilities include development and implementation of the organization's strategic fundraising plan including: creating and tracking annual fundraising goals; developing and adhering to the timelines; managing special events; submitting grant proposals; and developing reports for major donors. The Director will assist with the identifications, cultivation, and solicitation of individual, faith-based, corporate, and foundation contributions to support general operations and programs. The Director will be responsible for overseeing Flipcause, donor database.</p> <p>ESSENTIAL JOB FUNCTIONS:</p> <ul style="list-style-type: none"> • Develops annual fundraising goals and works with CEO to create an annual plan to reach those goals. • Oversees the execution of two annual special events. Creates budget, works closely with event chairs, vendors, speaker(s) and appropriate staff. Manages volunteer staffing and training; oversees production of any print materials, and event set-up and logistics as well as day of event management. • Creates and manages calendar of deadlines for all proposals, direct mail appeals, events and other development activities. • Works to identify individual, corporate, faith-based, and foundation prospects to support development efforts. • Oversees submission of proposals and reports to individuals, foundation, faith-based communities, and corporations. • Develops ideas for annual fund appeals, and drafts solicitation letters. • Creates development reports for Executive Director and Board as needed. • Attends all staff and Board meetings. Supports organization of those meetings as needed. • Monitors all revenue and expenses for adherence to the development budget. • Ensures proper donor recognition and stewardship of all donors including: composing thank you letters, contributing content and overseeing mailing for quarterly newsletters, and planning stewardship events • Oversee sponsorship solicitations for fundraising events and ensure fulfillment of donor benefits. • Works with Office Manager to oversee the donor database (Flipcause), including gift entry, constituent coding, regular reconciliation with Finance Department, database organization and reporting. • Build, update, and manage online giving web forms, specific to giving initiatives and events. • Create frequent and varied development reports to analyze income, track |

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| | <p>progress, and advance donor stewardship and cultivation.</p> <ul style="list-style-type: none"> • Identify new donor prospects and cultivate current, lapsed, and potential donors. • Provide vision, energy and passion for PDAP's mission, values, and integrity in all aspects of the job. • Works to develop social media messaging and website updates. |
| Qualifications | <ul style="list-style-type: none"> • Bachelor's degree required from an accredited institution. • Proven track record in developing successful donor relationships • 3-5 years' experience in nonprofit fundraising preferred • Preferred Experience in including grant writing and special events. • Experience in working on a capital campaign a plus. <p>PHYSICAL ASPECTS OF THE POSITION: Ability to sit for long periods of time, meeting with constituents in the community, hand and wrist ability for prolonged keyboarding, ability to lift and transport 25 pounds.</p> <p>BENEFITS</p> <ul style="list-style-type: none"> • Competitive salary commensurate with experience and qualifications • Medical, Dental, Vision, Vacation, and 403(b) Benefits |
| Salary/Hours | 65k-80k Commiserate with Experience Exempt: M-F; Occasional evening or weekend due related to events |
| Address | 3730 Kirby Dr. |
| City, State, Zip | Houston TX 77098 |
| Contact Person | Beth Eversole, LCSW-S, LCDC |
| Email Address | beth@pdaphouston.org |
| Application Method | Send Resume to beth@pdaphouston.org or apply on Indeed |
| Opening Date | January 2023 |

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