

Job Title	Development Coordinator
Employer/ Agency	Small Steps Nurturing Center - The mission of Small Steps is to provide an exemplary early childhood program to instill and foster the social, emotional, physical, intellectual, and spiritual growth of economically at-risk children and their families.
Job Description	<p>The Development Coordinator plays an important role on the development team by providing support across all areas of fundraising, including the management of the donor database. The Development Coordinator has a passion for Small Steps' mission and is eager to contribute to the team's goals.</p> <ul style="list-style-type: none"> • Maintain donor database records. • Create fundraising reports and other database reports, as needed. • Process donations and prepare acknowledgement letters and other correspondence. • Work in coordination with the Director of Finance to reconcile database records. • Support the management and execution of our annual fundraising events, including critical assistance on day/evening of events. • Support other development efforts, such as grant preparation and submissions, Young Professionals group, volunteer management, donor stewardship and cultivation, etc. • Ensure proper donor recognition for all gifts, including the management of the Scholarship Society program and benefits. • Maintain and update information on Small Steps' website and support external communications, including social media. • Handle administrative details associated with Board and other meetings. • Other support as requested.
Qualifications	<p>1 – 2 years of development experience, preferred Bachelor's Degree, preferred Proficiency with Microsoft Office Suite Experience with Blackbaud Raiser's Edge, preferred</p>
Salary/Hours	<p>Salary commensurate with experience Non-exempt position 8:00 a.m. – 5:00 p.m. There is some flexibility in hours, as well as the ability to work remotely one day a week. (Some overtime hours may be necessary for event preparation.)</p>
Address	2902 Jensen Drive
City, State, Zip	Houston, TX 77026
Contact Person	Julianne Hickey, Director of Events & Communications
Telephone Number	713-236-0330
Email Address	jhickey@ssnc.org
Application Method	Please email a cover letter and resume to Director of Events & Communications, Julianne Hickey, at jhickey@ssnc.org . Candidates will be reviewed on a rolling basis.
Opening Date	Immediately

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.