

Job Posting: Development Coordinator
Reports to: Chief Development Officer
Salary Range: \$50,000 to \$55,000

Mental Health America for Greater Houston seeks a Development Coordinator to join our team of passionate and motivated professionals creating impact to advance the overall wellbeing of the individual and the community. This position will be responsible for duties involving the administration and implementation of development activities related to individual giving, corporate and foundation support, fundraising, and events. We offer professional growth along with personal fulfillment and generous benefits.

Functions of the position include:

- Develop stewardship strategy to include but not limited to acknowledging donor special occasions, frequent written and oral communication, and creating donor experiences.
- Maintain the overall database integrity including data input, data improvement, data auditing and other database functions.
- Oversee the implementation and logistics of events.
- Lead philanthropic prospect management research and activities.
- Support the Chief Development Officer and Chief Executive Officer in managing board relations.
- Maintain donor files in Raisers Edge with timely and detailed action and progress reports to the Chief Development Officer.
- Ensure that timely, accurate, and personalized acknowledgements are sent to all donors.
- Maintain discretion and confidentiality in relationships.

Qualifications for Position

This position requires a highly motivated self-starter with a bachelor's degree and two years' experience in non-profit development, database management and special events. Proficient in Raiser's Edge or similar donor software program preferred. Exceptional interpersonal skills and a commitment to representing MHA of Greater Houston with enthusiasm, warmth, and professionalism. Attention to detail, project management skills, and being highly organized is a must.

Submit cover letter with salary expectations and resume to careers@mhahouston.org. Include **Development Coordinator** in the email subject line.