

# Advancement Coordinator

**Job Category:** Administrative

**Requisition Number:** ADVAN02394

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Posted: December 28, 2020

Full-Time

Houston, TX, USA

## Job Details

### Description

*DePelchin Children's Center is an accredited foster care and adoption agency, serving the most vulnerable children and families in Texas and working to break the cycles of abuse and neglect. Find your future at DePelchin. Join our team of expert, dedicated professionals in making tomorrow brighter for children and families in Texas.*

DePelchin is seeking an efficient and experience Administrative Professional to ensure the smooth operation of the Advancement Department through her/his support of fund-raising and marketing functions, volunteer activities, and administrative duties. This individual would serve as the liaison to Advancement Board Committee and the Board Development Committee. Other duties include the coordination of assigned events and donor visits, preparation of donor stewardship material/gifts, data entry, and prospect research. The successful candidate will be an enthusiastic team member who is comfortable in a variety of social and business settings; organized; has high attention to detail; a positive attitude and a resourceful nature that results in the successful completion of a variety of tasks.

## Qualifications

### Behaviors

#### Required

**Team Player:** Works well as a member of a group

**Dedicated:** Devoted to a task or purpose with loyalty or integrity

### Motivations

#### Required

**Goal Completion:** Inspired to perform well by the completion of tasks

### Education

**Required**

High School or better.

**Preferred**

Bachelors or better.

## Experience

**Required**

- Three 3 years' related experience, preferably in a fundraising/marketing non-profit setting.
- Excellent written and oral communication skills.
- Proficient in MS Office (Outlook, Word, Excel and PowerPoint) software.
- Experience with donor management systems a plus.
- Professional demeanor and great interpersonal skills.
- Ability to prioritize multiple project simultaneously and work in fast-paced environment required.
- Ability to use discretion and maintain confidentiality.

DePelchin Children's Center