

Executive Service Corps of Houston invites applications for the position of:

PART-TIME DIRECTOR OF DEVELOPMENT

The Director of Development will work with the ESCH Board and Development Committee to create a long-range development plan and guide the implementation of the plan. The Director reports to and works closely with The Executive Director in all development and fundraising endeavors.

QUALIFICATIONS:

1. Must embrace the mission of ESCH – to promote best management practices within the nonprofit sector.
2. Strong interpersonal, writing and communication skills.
3. Have knowledge and experience in fund raising techniques, particularly major gift fundraising.
4. Be a “self-starter” and goal driven to initiate donor visits and fundraising calls.
5. Be organized and exhibit “follow through” on tasks and goals.
6. Display a positive attitude, show concern for people and community, demonstrate presence, self-confidence, common sense and good listening ability.
7. A bachelor’s degree minimum.
8. 5 years minimum experience in professional fundraising.

JOB RESPONSIBILITIES:

1. Grow a major gifts program including identification, cultivation and solicitation of major donors.
2. Oversee grant seeking including research, proposal writing, and reporting requirements.
3. Become familiar with ESCH’s fundraising database and tracking systems.

The position is part-time requiring an estimated 20 hours per week.

If interested, please submit application materials including a curriculum vitae to esch@eschouston.org. For more information check our website at www.eschouston.org or contact Dr. Burt Hering at bhering@eschouston.org.