



Fund Development Associate

HOUSTON, TX

ABOUT THE COMPANY

The Coalition for the Homeless of Houston and Harris County (CFTH) is a nationally-recognized leader of the federally funded homeless response system supporting Harris, Fort Bend, and Montgomery Counties. Over the past ten years, the staff and leaders of CFTH and its network of more than 130 homeless service agencies, public housing authorities, and other community stakeholders have reduced overall homelessness in our area by more than 63% and housed more than 30,000 people. We invite you to join this incredible team and use your knowledge, skill, and experience to help change the lives of individuals and families looking for a way home.

OVERVIEW OF POSITION

The Fund Development Associate is a valued member of the Communications and Development Team to build and grow the organization's presence through fundraising and engagement efforts from corporate, foundation, and individual supporters. The successful candidate is an experienced and competent grant writer, fundraiser, storyteller, and project manager. Reporting to the Director of Development, the Fund Development Associate will be responsible for maintaining and increasing a donor portfolio and development writing including but not limited to: private foundation grants and relationship building, social media and website content development and management, and donor stewardship. This is an excellent opportunity to develop a career in nonprofits and/or fundraising development by seeing how it all works in a creative, dynamic environment.

KEY RESPONSIBILITIES

Grant Writing

1. Conducts the full range of activities required to research, prepare, create and update grant proposals, cover letters, and letters of inquiry/interest to private donors and foundations.

2. Maintains a list and timeline of currently funded grants and new prospects.
3. Writes high-quality grant proposal narratives and applications and source relevant supporting documents by working across multiple teams and departments.
4. Manages the grant process from research to composition, submission, and reporting.
5. Proactively builds and maintains relationships with private foundations, grant officers and partners and makes recommendations regarding such opportunities.
6. Closely tracks and monitors developments in foundations, to identify potential opportunities.
7. Conducts prospect research to identify, cultivate, and solicit new grants and documents in the database.
8. Maintains, records, and tracks information regarding past, current, and prospective grants.
9. Works with the Director of Development to create an annual private foundation/grant strategy in support of the Development department's fundraising goals and to support the Coalition's budget and annual plan.
10. Works with the Development team to establish and maintain a grant deadline and reporting calendar.

Fundraising

1. Manages and grows relationships with an existing portfolio of strategic partners using a proactive and service-oriented approach; increases sponsorship opportunities.
2. Analyzes, reports, and makes recommendations on trends regarding fundraising efforts.
3. Researches, identifies and solicits partnerships with new external organizations, private funders, foundations, and corporations.
4. Works with leadership to identify new opportunities for new programming or initiatives; assist in the execution of programming innovations as appropriate.

Data Management/ Reporting

1. Oversees and ensures highest integrity of records & data management in donor database.
2. Tracks donations and troubleshoots to support the Communications and Development team.
3. Supports the Director of Development on all processes associated with database use.
4. Provides special reports and/or collaterals as needed for funders, board members, and CFTH leaders and staff.

Communications/Administrative Support

1. Provides support and delivers excellent customer service to internal and external partners constituencies, including donors, volunteers, board members, and partner agencies.
2. Serves as administrative support for Development Director

3. Creates and posts engaging content to the Coalition's social media channels, website, and donor stewardship communications.
4. Assists the department with special event activities.
5. Performs other duties as assigned.

REQUIRED QUALIFICATIONS, SKILLS, AND EXPERIENCE

1. Bachelor's Degree and two (2) years related experience, or associate degree and four (4) years related experience, or high school degree/GED and five (5) years related experience.
2. Fund development or grant/ business development proposal writing sample available.
3. Strong written, presentation, and oral communication skills.
4. Basic web design, social media, and Adobe Creative Suite experience.
5. Ability to juggle multiple competing priorities while meeting established deadlines.
6. Strong customer service orientation and attention to detail.
7. Non-Profit fund development experience preferred.

SALARY RANGE (DEPENDING ON EXPERIENCE)

\$52,250 - \$61, 600

APPLY BY VISITING

[Fund Development Associate @ COALITION FOR THE HOMELESS OF HOUSTON/HARRIS COUNTY \(prismhr-hire.com\)](http://prismhr-hire.com)