



**Job Opportunity:** Development Associate/Special Events Manager

Easter Seals of Greater Houston, a leading provider of service to people of all ages, with any type of disability is currently seeking an experienced Development Associate/Special Events Manager to perform fundraising, special event and public relations duties for the Development Department. This role reports into the Fund Development Director.

**Position Type:** Full-time (40 hours/week), Salary Range: \$60,000-\$70,000

**Key responsibilities:**

- Develop and implement tools for events, fundraising and marketing
- Develop corporate relationships and cultivate other donor opportunities
- Develop donor recognition programs
- Lead and secure donor base both individual and corporate
- Interact with Board of Directors regarding events, present at BoD meetings
- Lead/Assist in entering gifts and new constituents in database
- Maintain and update accurate data in Bloomerang and Donor Drive CRMs
- Lead/Assist in performing public relations activities which include assignments with public relations, press releases, public service announcements, and news and human-interest articles
- Coordinate fundraising activities from beginning to end, including calendaring, chairman, incentives, sponsor packaging and communications, budgeting and outside vendors
- Perform as Walk With Me (WWM) liaison for Easter Seals National as well as maintain WWM website
- Full detailed responsibility during all special events as directed by Development Director, including set-up and breakdown
- Generate and maintain organized files, event tax letters and reports which may be confidential
- Prepare and maintain financial spreadsheets and reports
- Perform duties under limited supervision with a high degree of initiative
- Perform all other duties as assigned by your Supervisor, Assistant Director, Program Director or Chief Executive Officer
- Primary responsibility for mail outs and Event Volunteer Program
- Serve as a community spokesperson by representing ESGH and raising agency awareness
- Maintain ethical and professional conduct. Conduct should reflect the code of ethics and standards of recognized professional licensing organizations and of ESGH
- Adhere to all ESGH policies and procedures as reflected in the Employee Guidelines
- Participate in general staff meetings, departmental and managerial meetings, and any other meetings as assigned by your Supervisor, Program Director or Chief Executive Officer
- Serve as an ambassador for ESGH by volunteering at events. Be available for agency fairs and speaking engagements



**Required Qualifications:**

- Bachelor's Degree in public relations, communication, marketing or fundraising
- Three years' experience in large scale event planning, public relations, marketing, and fundraising
- Proven record in developing corporate relations and growth in donor base
- Extensive experience working with CRMs, preferably Bloomerang/Donor Drive
- Represents self and agency well in interpersonal interactions; diplomatic and professional
- Essential Skills: Computer literate, budgeting/financial negotiating, project management, time management, organization, customer service, public relations, presentation delivery
- Superior oral and written communication skills

**Application:**

<https://www.applicantpro.com/openings/eastersealshouston/jobs/2022601-186052>