

Development Specialist

Division: Development

Job Status: Full Time

FLSA Status: Exempt

Reports To: Director of Development

Salary: \$42,000-\$47,000

How to apply: Visit hawc.org/careers/

POSITION SUMMARY

The Development Specialist has the primary responsibility of assisting the Director of Development in the management of HAWC's annual fundraising initiatives and growing donor base. The incumbent will coordinate all efforts related to various annual fundraising appeals while providing administrative assistance on larger-scale signature fundraisers. The specialist will also develop, maintain, and strengthen relationships with an assigned portfolio of donors.

Work Schedule:

Monday – Friday
9:00am – 6:00pm

Local Travel: 25%

Duties and Responsibilities

- Be accountable for measurable fundraising outcomes for annual campaigns and appeals (e.g. DVAM, SAAM, Giving Tuesday, direct mail, etc.)
- Regularly engage with an assigned portfolio of donors for the purpose of increasing annual giving and strengthening relationships between the Houston Area Women's Center and our donor base
- Maintain accurate and organized constituent records within donor database
- Assist Director of Development in the administration of large-scale signature fundraising campaigns (e.g. Believe Luncheon and Leadership Campaign)
 - Co-create a project management plan for each fundraising campaign
 - Attend planning meetings led by the Director of Development for the purpose of managing and updating calendars and recording applicable action items
 - Coordinate logistics and administration of events with Development Coordinator
- Prepare relevant correspondence and communication with donors, including gift acknowledgment, reports, and other information regarding our organization's programs and services
- Conduct prospect research on a regular basis
- Assist with the development of corporate and foundation grant proposals
- Assist with the implementation of a planned giving program
- Attend fundraising conferences and webinars as needed

- Maintain a strong knowledge of Houston Area Women's Center programs and services.
- Other duties may be assigned

Education: Bachelor's degree required

Experience: Three years professional fundraising experience.
Three years of administrative experience

Abilities:

- Superb organizational skills and attention to detail
- Excellent verbal and written communication and presentation skills.
- Ability to remain calm and flexible when adhering to strict deadlines
- Proven strong interpersonal skills with the ability to work with diverse populations

Computer Skills: Experience with Microsoft excel and donor management/CRM software is required, Raise's Edge experience is preferred

Certificates & Licenses: Texas driver's license with a good driving record; reliable transportation; ability to travel to off-site locations utilizing personal transportation

Physical Demands

Ability to stand and walk around for extended periods of time is required. Employee will also need to need to squat or bend, reach outward or upward to effectively discharge job duties. Job incumbent must be able to lift/carry and/or push/pull up to 40 lbs., if applicable.

Essential Function Statement

The Houston Area Women's Center has reviewed this job description to ensure that essential functions are included with the tasks. To perform this job successfully, an individual must be able to perform the essential duties satisfactorily. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Our Mission: The Houston Area Women's Center works to end domestic and sexual violence and supports all in building safe and healthy lives through advocacy, counseling, education, shelter and support services.

The primary work location for the incumbent in this position is at the agency's education and administration building, and in the field. NOTE: A certain number of assigned weekly hours will be virtual, with the amount varying based on current organizational operating hours and leadership direction.

EOE Statement: Houston Area Women's Center is an Equal Opportunity Employer - Qualified applicants are considered for employment without regard to age, gender, race, color, creed, religion, sex, national origin, physical or mental disability, veteran status, sexual orientation, gender expression, gender identity or any other illegal grounds

Disclaimer:

This job description is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, tasks or skills. Additional functions and requirements may be assigned by manager as deemed appropriate.

This document does not represent a contract of employment, and the agency reserves the right to change this job description and/or assign tasks for the employee to perform, as the agency may deem appropriate. Should such duties become routine, the description may be revised at any time.

Employee Signature: _____ Date: _____