

JOB POSTING



Inspiring all girls
to be strong,
smart, and bold

JOB TITLE: Development Manager, Girls Inc. of Greater Houston
REPORTS TO: Executive Director
LOCATION: Houston, TX

Organization Overview: Girls Inc. inspires all girls to be strong, smart, and bold. Our comprehensive approach to whole girl development equips girls to navigate gender, economic, and social barriers and grow up healthy, educated, and independent. These positive outcomes are achieved through three core elements: people - trained staff and volunteers who build lasting, mentoring relationships; environment - girls-only, physically and emotionally safe, where there is a sisterhood of support, high expectations, and mutual respect; and programming - research-based, hands-on and minds-on, age-appropriate, meeting the needs of today's girls. Informed by girls and their families, we also advocate for legislation and policies to increase opportunities for all girls and address the systemic barriers that impede girls' success, particularly girls in low-income communities and girls of color.

Description: The Development Manager will be responsible for overseeing all fund raising and communication efforts for Girls Inc. of Greater Houston. This individual will be responsible for working with the Executive Director, staff members and Board of Directors to develop and implement a strategic fund raising plan that will allow Girls Inc. to meet its operating budget needs and objectives on an annual basis and beyond. Developing, implementing and coordinating the fundraising plan requires securing funds by, but not limited to:

- Identifying, prioritizing, cultivating, soliciting and recognizing individual donors, corporate sponsorship and foundations
- Developing grant proposals, writing the proposal, and following up with any required reporting,
- Planning, overseeing, and executing major fall and spring fundraising events,
- Managing and overseeing Donor Management data base including recording, reporting and reconciling all donations
- Leading other office personnel in assisting and executing all fundraising efforts

This position will also be responsible for developing, implementing and executing a communications strategy. This includes:

- Developing and executing a communications calendar
- Maintaining the content of the web site
- Actively and creatively using social media as a promotion and fundraising tool
- Gathering content, writing articles, producing and distributing the quarterly newsletter
- Community outreach - developing new community partnerships in collaboration with the Executive Director and Program Director

Skills/Knowledge required: Bachelor's degree from an accredited college or university. Five plus years proven experience in resource development including:

- Minimum 3-5 years in communications experience with excellent writing, editing and research skills
- Minimum 2-3 years of fundraising event planning
- Excellent oral communication skills and ability to influence and engage a wide range of donors while building long-term relationships.
- Ability to manage multiple projects while objectively evaluating, making effective decisions, and developing alternative solutions.
- Ability to use software including but not limited to Microsoft Word, Excel, and PowerPoint. Experience in Raisers Edge is preferred.

How to Apply: Interested candidates may submit a resume and cover letter with salary expectations by emailing ellen@girlsinc-houston.org by December 31, 2017. No phone calls, please.

GIRLS INC. IS AN EQUAL OPPORTUNITY EMPLOYER.