

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 environments, where there is a sisterhood of support, high expectations, and mutual respect; and programming - research-based, hands-on and minds-on, age-appropriate, on a wide variety of topics 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, high-need communities.

Description: The Development Manager will be responsible for the lead role in and the implementation of fund raising efforts for Girls Inc. of Greater Houston. This individual will be responsible for working with the Executive Director, Board of Directors, and staff to develop and implement a strategic fundraising plan that will allow Girls Inc. to meet its operations and program 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, initiating, prioritizing, cultivating, soliciting and recognizing individual donors, corporations, 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 the donor data base (Raisers Edge) including recording, reporting and reconciling records
- Leading other office personnel in assisting and executing all fundraising efforts
- Contributing content and collaborating on communications strategies as they relate to fund development
- 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 of proven experience in resource development including:

- Major gifts solicitation and annual campaigns
- Passion for the mission of inspiring all girls to be strong, smart and bold; and exhibiting those traits personally
- Grant writing with excellent research, communication, writing, and editing skills
- Fundraising event planning, from concept through planning and execution
- Excellent oral communication skills and ability to influence and engage a wide range of donors while building and maintaining long-term relationships
- Initiative – proposing new and enhanced fundraising avenues and potential donors
- Communication – keeping Executive Director and key Board members updated on development results
- Ability to manage multiple projects and deliverables on deadline
- Sound professional judgment and decision making; and ability to identify alternative solutions to obstacles
- 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. No phone calls, please.

GIRLS INC. IS AN EQUAL OPPORTUNITY EMPLOYER.

Girls Inc. provides equal employment opportunities to all employees and applicants for employment without regard to race, color, ancestry, national origin, gender, sexual orientation, marital status, religion, age, disability, gender identity, results of genetic testing, pregnancy, citizenship, political beliefs, or service in the military. Equal employment opportunity applies to all terms and conditions of employment, including hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation, and training.