

Job Title	Donor Relations Officer
Employer/ Agency	DePelchin Children’s Center
Job Description	The Donor Relations Officer is responsible for the development and implementation of strategies related to the identification, qualification, engagement, cultivation, solicitation, and stewardship of major gift level donors. The Donor Relations Officer will manage a portfolio of 100-150 donors and prospects, including individuals, foundations and corporations, with an emphasis on securing major gifts from individual donors. The Donor Relations Officer is also responsible for meeting annual revenue targets and will work directly with the Director, Donor Relations to execute and achieve comprehensive major gift strategies that meet established financial goals.
Qualifications	<p>Required Qualifications:</p> <ul style="list-style-type: none"> • Bachelor’s degree required. • Three (3) years’ experience in fundraising. • Knowledge of general office equipment and software, including use of personal computers, smart phones, printers, and Microsoft Office Suite software (Excel, PowerPoint, and Word). <p>Preferred Qualifications:</p> <ul style="list-style-type: none"> • Experience with constituent relationship management (CRM) database. <p>Work Conditions:</p> <ul style="list-style-type: none"> • Environment: Hybrid - Office, Community • Range of Schedule: Mon - Fri, 7:00 am to 8:00 pm, Occasional nights or weekends. • Travel: Frequent, Local (Must have reliable transportation, valid Texas Driver License and Auto Insurance) <p>Knowledge, Skills and Abilities:</p> <ul style="list-style-type: none"> • Knowledge of Fundraising practices. • Persuasive, clear, and strong oral and written communication skills. • Ability to stay organized while executing multiple projects. • Ability to network effectively and cooperatively with diverse populations. • Ability to perform effectively in public speaking and presenting to groups. • Proven ability to build relationships with supporters that result in financial support. • Ability to carry out duties in a manner that promotes good teamwork between all departmental and agency staff and supports the agency and

	<ul style="list-style-type: none"> • development philosophy, policies, and procedures. • Exceptional interpersonal skills. • Goal oriented.
Salary/Hours	Full-time
City, State, Zip	Houston, TX
Application Method	Apply Here: https://depelchinchilrenscenter.applytojob.com/apply/GYuSkA6gNg/Donor-Relations-Officer
Opening Date	Immediately

To post a job opportunity or if your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at mswjobs@central.uh.edu with the hiring details of your new job opportunity. Thank you.