

<b>Job Title</b>	Manager of Volunteers and Strategic Partners
<b>Employer/ Agency</b>	Houston Area Women’s Center
<b>Job Description</b>	<p>The Manager of Volunteers and Strategic Partners serves as the frontline to engagement with the Houston Area Women’s Center. It is a new position at that will support the Philanthropy arm of the Advancement and Public Strategies team. The Manager will work with community and corporate groups to raise awareness and funds by proactively reaching out and following up on leads. By developing and executing a strategic, innovative, and collaborative plan to engage strategic partners critical to HAWC’s fundraising efforts, the Manager will build a robust pipeline that includes local, statewide, and national prospects.</p> <p>This position is essential to our growth and sustainability. Under the guidance of the Vice President of Philanthropy, the Manager will have a passion for recognizing the priorities held by partners and aligning those with the work we do to build a safer community. Survivors are at the heart of HAWC, and we need a passionate and experienced development professional to help inspire past, current, and new volunteers and strategic partners to support the mission.</p> <p><b>Strategic Partnerships</b></p> <ul style="list-style-type: none"> <li>▪ Work under the guidance of the Vice President of Philanthropy to manage portfolio of 150 assigned corporations and corporate foundations through pipeline prospecting, cultivation, solicitation, and stewardship actions.</li> <li>▪ Research and documentation of strategic partners’ background including corporate social responsibility priorities.</li> </ul> <p><b>Volunteer Engagement</b></p> <ul style="list-style-type: none"> <li>▪ Data entry in volunteer and fundraising databases.</li> <li>▪ Serve as liaison with other departments regarding volunteer issues, needs, and concerns.</li> <li>▪ Manage volunteer database including tracking volunteer hours, trainings, and background checks in coordination with Development Operations.</li> <li>▪ Steward corporations and corporate foundations around volunteer opportunities, workplace giving, sponsorships, and multi-year giving.</li> </ul> <p><b>Strategic Planning</b></p> <ul style="list-style-type: none"> <li>▪ Work closely with VP of Philanthropy to build out volunteer and community/corporate strategies for the next 1-3 years.</li> </ul> <p><b>Collaboration</b></p> <ul style="list-style-type: none"> <li>▪ Work with Advancement and Public Strategies team on special events and campaigns throughout the year with public speaking as needed.</li> <li>▪ Serves internal and external contacts in a timely, courteous manner, following up until needs are met.</li> <li>▪ Track all assigned donor notes, actions, relationships, communications, interests, demographics, motivations, and attributes in fundraising and volunteer databases in collaboration with Development Operations.</li> <li>▪ Provide relevant background information for Executive Leadership Team to ensure successful meetings with potential partners.</li> <li>▪ Utilize moves management to navigate large corporate partnerships to optimize</li> </ul>

	<ul style="list-style-type: none"> <li>▪ alignment of priorities.</li> <li>▪ Other duties as assigned.</li> </ul> <p><b>Team Leadership</b></p> <ul style="list-style-type: none"> <li>▪ Ability to review the work product of others to ensure conformance standards and frequently provide constructive feedback, when appropriate.</li> <li>▪ Support and coach managers in tactical/day-to-day oversight of volunteers, fundraising, donor relations, etc.</li> <li>▪ Share and institute regular training and professional development opportunities.</li> <li>▪ Maintain a strong knowledge of Houston Area Women’s Center programs and services.</li> </ul> <p><b>Department Administration</b></p> <ul style="list-style-type: none"> <li>▪ Ensure all development, fundraising, and volunteer applications, software subscriptions, department vendors, and data are tracked and managed.</li> <li>▪ Create a reliable system to manage HAWC fundraising and operations equipment and supplies</li> <li>▪ Ensure all distribution lists are updated and managed.</li> <li>▪ Lead the planning of internal meetings and work sessions.</li> </ul>
<b>Qualifications</b>	<p><b>The Requirements We are Seeking:</b></p> <ul style="list-style-type: none"> <li>▪ A Bachelor's degree OR 3 additional years of directly related experience in lieu of education</li> <li>▪ A minimum of 3 years' experience within progressive fundraising, development, or advancement.</li> <li>▪ A minimum of 3 years of experience within volunteer coordination.</li> <li>▪ A minimum of 2 years of experience working within a mid to large-nonprofit agency, strongly preferred.</li> <li>▪ Successful track record in securing 5 figure commitments from corporations preferred.</li> <li>▪ Intermediate proficiency in Microsoft Office (Excel, Word, PowerPoint, Outlook, and Teams).</li> <li>▪ Basic proficiency in CRM database data entry, Raiser's Edge preferred.</li> <li>▪ Computer savvy, able to learn new systems and applications quickly.</li> </ul>
<b>Salary/Hours</b>	<p><b>Your Schedule:</b></p> <ul style="list-style-type: none"> <li>▪ Monday- Friday 8:30 a.m. – 5:30 p.m. or 9:00 a.m. – 6:00 p.m.</li> <li>▪ Flexibility to work evenings and weekends as needed.</li> <li>▪ Hybrid position with planned days in office.</li> </ul> <p><b>Our Total Compensation Package:</b></p> <ul style="list-style-type: none"> <li>▪ Annual Compensation: \$80,000</li> <li>▪ Pay schedule semi-monthly</li> <li>▪ Medical, Dental, Vision, Life and Disability Insurance Programs</li> <li>▪ Generous Paid time Off- 11 paid holidays per year, 3 personal holidays per year, 15 paid Vacation days per year, approx. 7 hours per month of accrued Sick days</li> <li>▪ 401K the agency matches 125% of employee contributions up to 4% of the annual salary of a full-time employee</li> <li>▪ Employee Assistance Program</li> </ul>



<b>City, State, Zip</b>	Houston, TX
<b>Application Method</b>	Apply Here: <a href="https://www.paycomonline.net/v4/ats/web.php/jobs/ViewJobDetails?job=208453&amp;clientkey=375885033217726F70F9776A0B3CFE54">https://www.paycomonline.net/v4/ats/web.php/jobs/ViewJobDetails?job=208453&amp;clientkey=375885033217726F70F9776A0B3CFE54</a>
<b>Opening Date</b>	Immediately

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