

ECHOS

Development Coordinator

Job Title: Development Coordinator
Reports to: Executive Director
Employment Status: Exempt – 25-30 hours a week

SUMMARY:

The Development Coordinator is responsible for all aspects of fundraising for ECHOS and works closely with the Executive Director and members of the Board of Directors to create and implement fundraising goals and plans. He/she maintains a visible presence in Houston's philanthropic and corporate communities. **Servant heart, ethical standards and flexibility required.** The following list of duties and responsibilities is illustrative only of some of the tasks performed by this position and is not all-inclusive. Other duties and responsibilities may be assigned as needed.

Essential Duties and responsibilities:

- Research, identify, cultivate, and communicate with new and established donors in the Greater Houston metropolitan area; keep them informed on a regular basis of ECHOS' work and the impact of their contributions. Research and pursue new funding opportunities and prospects
- Maintain agency's current individual, foundation, and corporate support
- Grant writing to foundations, congregations and non-profits
- Develop and implement fundraising plans, in consultation with the Executive Director and the Board's Development Committee
- Plan and execute fundraising events for ECHOS.
- Develop agenda and materials for all fundraising, marketing and special events committees; attend these meetings and manage follow-up activities with volunteers.
- Oversee donor acknowledgments
- Other duties as needed and assigned

Skills Needed:

- Experience writing and reporting on grants with a successful track record
- Must be computer literate: Proficient in Microsoft Word, Excel, PowerPoint and Outlook
 - Microsoft office and database experience a plus
- Self-starter with knowledge of Houston's philanthropic community
- Proficiency with donor database systems: Donor Perfect experience a plus
- Knowledge and experience with Social Media, constant contact a big plus
- Must be able to interact and maintain good working relationships with individuals of varying social and cultural backgrounds
- Must be able to lift 25 pounds

Qualifications:

- Demonstrated fundraising success; experience working with major donors and foundations
- Must have Bachelor's Degree with a minimum 3-5 years' experience
- Bi-lingual Spanish/English and other languages a plus
- Exceptional communication and writing skills- proven grant writing success
- Must be a "team player" with a can-do attitude, willing to help out when needed
- Team-oriented, able to thrive in a high-growth entrepreneurial organization

Hours: ECHOS is open to clients from 8:00 am -2:00pm Monday through Thursday. We open Fridays to clients 8:00 am – 12:00 PM. Staff is expected to arrive and be prepared to begin work 30 minutes prior to opening to clients. Some days it will be necessary to work until 3:00 pm or possibly later depending on

clients waiting for services and project deadlines. The staff is also expected to attend weekend health and Food Fairs, staff meetings and special events.

Send resumes to Cathy Moore: cmoore@echos-houston.org – NO phone calls please.