

Houston Christian High School Development Associate for Annual Giving

Houston Christian is accepting applications for the position of **Development Associate**. The **Development Associate** is responsible for the planning, implementation, and evaluation of annual giving programs including the annual fund campaign, stewardship program, grant writing, financial aid, and other events and activities to support development efforts. This is a full-time, 12 month, exempt position. The Development Associate works in collaboration with the Advancement Departments and reports to the Director of Development.

QUALIFICATIONS:

- Bachelor's degree and minimum two years of fundraising experience in annual fund or equivalent.
- Knowledge of Raiser's Edge fundraising software preferred.
- Requires demonstrated success in fundraising project management, grant writing, and volunteer management.
- Proficient in basic technology applications (i.e. MS Word, Excel). Google Apps knowledge is preferred (Google Drive, Google Docs, Gmail).
- Exhibit excellent verbal, visual, written and interpersonal communication skills.
- Possess excellent customer service skills.
- Represent the school in a positive light.
- Committed to the mission and values of Houston Christian High School

Qualified candidates must have demonstrated success in project management, fundraising, event planning, stewardship and volunteer management. High levels of integrity, diplomacy, and initiative are important, as well as a high regard for confidentiality. The ability to multitask, strong attention to detail, and analytical, communication and organizational skills are necessary for success in this position. Occasional after school, evening or weekend hours will be necessary.

Interested candidates may complete and submit the Houston Christian Professional Application with the Staff philosophy questions, a cover letter, and resume to hr@houstonchristian.org. Instructions and the application are accessible from the [Employment](#) page at www.houstonchristian.org. Resumes are not reviewed without the complete HC application.

This Organization practices Equal Employment Opportunity. We do not discriminate on the ground of race, color sex, age, disability, or national origin in the hiring, retention, or promotion of employees; nor in determining their rank, or the compensation or fringe benefits paid them.

While HC gives preference to members of the Christian faith, the School is committed to equal employment opportunity. We will not discriminate against employees or applicants for employment on any legally-recognized basis ["protected class"] including, but not limited to: veteran status, uniform service member status, race, color, sex, national origin, age, physical or mental disability, genetic information, pregnancy, childbirth, or any other protected class under federal, state, or local law except those exclusions specifically provided to Religious Organizations. The School is a Religious Organization as defined by Section 501(c)(3) of the Internal Revenue Code and accordingly reserves the right to employ persons who profess a Christian faith and have a philosophy of ministry similar to ours.

Houston Christian High School inspires young people to lead by uniting faith, intellect and gifts to reach their greatest promise. Serving grades 9-12, the school draws from public, private, and parochial schools across Houston. The school's state-of-the-art facilities sit on a 45-acre campus, which houses the award-

winning academic, athletic, and arts programs. The school is accredited by the Independent Schools Association of the Southwest (ISAS) and is a member of the National Association of Independent Schools (NAIS), the Council of Educational Standards and Accountability (CESA), and the Southwest Preparatory Conference (SPC). HC is located at 2700 W. Sam Houston Parkway N., Houston, Texas, 77043.