

Breakthrough Houston Development Coordinator

Mission & Organization

Breakthrough Houston's (BTH) mission is to prepare students who possess high academic potential but limited educational resources for competitive high school programs and college admission. In addition, we train talented college and high school students for careers in education.

BTH is part of a national collaborative that currently provides ten-plus years of tuition-free academic enrichment for middle school, high school and college students through a Summer Program, School Year Program and College Bound Program. In 2019, BTH added a College Completion Program that will continue support to our students through college graduation.

Position Summary: Unique opportunity for experienced writer who prefers and has experience with a remote working environment. This deadline-driven role requires a flexible self-starter with strong organizational skills and the foresight to prioritize and work proactively. Reports to Director of Development.

Primary responsibilities include using template to complete grant requests & funding reports; maintaining the grant calendar & development database.

Primary Responsibilities

Grant & Report Creation & Management

- Use existing templates to create and submit proposals throughout the year, including: LOIs, cover letters, summary of needs, grant requests and other required documentation. Takes primary ownership of funding calendar.

Database Management

- Manage & maintain the development database
- Generate reports, lists, thank you letters and grant-related acknowledgements

Event Administration

- Generate associated mailing lists from database
- Process table purchasers, pledges and/or payments

Skills and Experience

Required

- At least five (5) years professional experience in development: work/writing samples
- Bachelor's degree in journalism, communication, business or related field
- Excellent verbal and written communication skills
- Database management experience; Salesforce experience preferred, but will train
- Meticulous attention to detail in all work; ability to work with multiple deadlines
- Ability to organize/prioritize tasks and work independently with little supervision
- Must have familiarity with Microsoft Office and Google Workspaces

Preferred

- Social media experience
- Interest in communications design

Compensation and Benefits

- Competitive annual salary commensurate with experience
- Generous PTO policy with additional national holidays off
- Health, dental, and vision insurance available
- 401k matching available

To Apply:

Please apply through our [Application Form \(https://forms.gle/2dib6ECTww3AC37u8\)](https://forms.gle/2dib6ECTww3AC37u8) where you can upload a required resume, cover letter, and two nonprofit-related writing samples.