

Houston Christian High School Development Associate for Alumni Relations

Houston Christian is accepting applications for the position of **Development Associate**. The Development Associate is responsible for creating a robust and meaningful Alumni Association, identifying and working with key alumni to lead HC's alumni activities, building an Alumni Association Board, and engaging alumni in the HC community, along with other Development responsibilities. 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:

- Excellent computer, communication, and customer service skills required, including proficiency in Word, Excel and PowerPoint.
- Strong organizational, interpersonal and writing skills required.
- Creative problem solving skills and vision required.
- Social media experience preferred.
- Bachelor's degree; two years of fundraising experience or equivalent, preferred
- Knowledge of database functions is required; Raiser's Edge fundraising software preferred.
- Experienced, Christian professional committed to the mission and values of Houston Christian High School.

Qualified candidates should have demonstrated success in project management, fundraising, event planning, and volunteer management. The ability to multitask, strong attention to detail, and analytical, communication and organizational skills are necessary for success in this position.

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.

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, uniformed services 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.