

Houston Christian High School Development Associate Director - Annual Giving

Houston Christian is accepting applications for the position of **Development Associate Director for Annual Giving**. The Associate Director is responsible for the planning, implementation, and evaluation of annual giving programs (including Mustang Fund, Indexed Tuition and the annual fundraising events that are currently golf and gala), grant writing, scholarship program, and other events and activities to support development efforts. The Associate Director works in collaboration with the Development staff and members of the Advancement department. Occasional after school, evening or weekend hours will be necessary.

QUALIFICATIONS:

- Bachelor's degree.
- Fundraising experience necessary. Experience with fundraising project management, grant writing, and/or volunteer management is preferred.
- Knowledge of Raiser's Edge or other fundraising software is beneficial.
- Strong communications background with social media understanding.
- Proficient in basic technology applications (i.e. MS Word, Excel) and Google Apps knowledge (Google Drive, Google Docs, Gmail).
- Strong interpersonal and customer service skills.
- Strong verbal, visual, and written communication skills are required.
- Flexibility, sense of humor, and willingness to assist with administrative tasks in a fast-paced team environment.
- Integrity, credibility, and committed to the mission and values of Houston Christian High School.

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, 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.