



## **Job Posting: Development Coordinator at MHA of Greater Houston**

### **Description of Duties and Responsibilities**

The Development Coordinator plays an essential role in the success of MHA of Greater Houston's fundraising and stewardship initiatives. This position maintains the agency's database, donor acknowledgements, reports, research, reconciliation of gifts, and dissemination of information with a high degree of accuracy and timeliness. The coordinator works with the development and communications team to imagine and implement the fundraising and marketing strategy. Event planning and execution, grant research, third-party fundraising, and other activities are important roles.

Functions of the position include:

- Develop stewardship strategy to include acknowledging donor special occasions, donor recognition, and creating donor experiences
- Maintain the overall database integrity including data input, data improvement, data auditing and other database functions
- Establish and maintain community relationships, corporate donor prospect research, identification, cultivation, and stewardship
- Manage event logistical details, serving as the point of contact for vendors, supporters and sponsors, volunteers, chairpersons, and attendees
- Record and track event data and constituent information, including budget information, registration lists, and results
- Lead individual and corporate prospect management activities
- Assist in producing or posting materials for fundraisers, meetings, events, and campaigns
- Coordinate printing and mailing of solicitation and stewardship pieces
- Maintain donor files in Raiser's Edge (transitioning to Donor Perfect in the spring) with timely and detailed action and progress reports to the Chief Development Officer
- Serves as initial point of contact for all third-party event inquiries and peer-to-peer fundraisers
- Assist with Board records, communications, and meetings
- Willing to take on other duties needed to help drive to our vision, fulfill our mission, and abide by our organization's values

### **Qualifications for Position**

This position requires a confident and dynamic personality with a strong commitment to the mission. Demonstrated experience and comfort with fundraising, donor relations, and/or event planning. A bachelor's degree and a minimum of two years nonprofit experience, preferably in development or communications. Copyediting skills are a bonus. Experience in database management/data entry is a must.



## Skills and Knowledge

- Proficient in speaking, reading, and writing to perform the essential functions of this job.
- Accountable, dependable, positive attitude, and a commitment to confidentiality and ethical behavior
- Enthusiastic self-starter operating with initiative and sustained energy
- Detail-oriented with proactive approach to managing time-sensitive and competing workloads
- Open to feedback and responsive to coaching
- Ability to manage time, handle multiple projects and priorities, and work in a fast-paced environment.
- Flexibility to adapt to quickly changing priorities
- Strong creative outlook
- Computer proficiency in Microsoft Office, Canva or design software, and database experience (preferably Raiser's Edge and/or Donor Perfect)
- Exceptional project management skills

## Supervisory Relationships

This position reports to the Chief Development Officer

## Hours per day or week

This is a **Hybrid full-time position** requiring flexible hours to include occasional evenings and weekends. Primary office hours are Monday through Friday, 8:30 a.m. to 5 p.m.

## Benefits

The position comes with a comprehensive benefits package that includes **generous Paid Time Off (PTO), medical, dental and vision insurance, life insurance, AD&D, Short-Term and Long-Term Disability**. Employees may also participate in the **403(b) plan** and receive a **matching contribution up to 4%** after one year of service.

## Travel

Travel is primarily local during the business day.

## Salary Range

\$45,200 - \$57,000

Submit cover letter and resume to [careers@mhahouston.org](mailto:careers@mhahouston.org). Include **“Development Coordinator” in Subject Line**.

Candidates are encouraged to visit our website at [mhahouston.org](http://mhahouston.org) to learn more about our organization.

*MHA of Greater Houston is an equal opportunity employer celebrating diversity representing a variety of backgrounds, perspectives, and skills. We are committed to creating an equitable and inclusive environment for all employees. Employment is decided based on qualifications, merit, and business need.*