



## **Associate Director of Development & Annual Fund**

Houston Christian High School (HCHS) is accepting applications for **Associate Director of Development & Annual Fund**. This position is responsible for planning and implementing the annual giving program (aka The Mustang Fund) and supporting the annual giving events (the golf tournament, the annual gala, and scholarship program) by securing underwriting and sponsorships via leading year-round solicitations and campaigns to diverse constituents to identify, qualify and solicit donors. This position develops strategies and campaigns (giving for alumni, faculty, staff, community stakeholders, etc.) to secure contributions and manages stewardship of annual donors in recognizing their support. HCHS values its community and this role is also tasked with building meaningful and long-lasting relationships with parent volunteers including HCHS parent, grandparent and alumni community. The Associate Director of Development organizes and manages volunteer engagement to provide meaningful engagement for our community. The Associate Director of Development works in collaboration with the Development staff and members of the Advancement department, which includes Admissions and Marketing.

### **QUALIFICATIONS:**

- Bachelor's degree and minimum two years of fundraising experience in annual fund or equivalent with a proven track record.
- Strong communications background with social media understanding.
- Demonstrated success in fundraising project management, grant writing, and volunteer management.
- Possess excellent customer service skills.
- Communicates comfortably with school representatives, parents, students, alumni, and representatives from the business community
- Self-starting and able to multitask.
- Can work independently and collaboratively
- Exhibit excellent verbal, visual, written and interpersonal communication skills.
- Excellent presentation and editing skills.

- Ability to think strategically and proven problem-solving skills.
- Ability to operate a personal computer, proven skills with the Google suite of products, Excel, Word, and Raiser's Edge/Blackbaud or comparable fundraising software.
- Creative seeker of solutions and able to use technology or learn the products.
- Familiarity with the independent school environment is preferred.

**Interested candidates may complete and submit the HCHS Professional Application with the Administrator philosophy questions, a cover letter, and resume to [hr@houstonchristian.org](mailto:hr@houstonchristian.org). Instructions and the application are accessible from the Employment page at [www.houstonchristian.org](http://www.houstonchristian.org). Resumes are not reviewed without the complete HCHS application.**

While HCHS 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.

Development Associate for Alumni Relations and Campaign Assistance