



At Rebuilding Together Houston, we believe that everyone has a right to a safe, healthy, and resilient home that protects them against disaster. Low-income homeowners, including veterans, seniors, and working families are living in homes that are hazardous to their health. We estimate that over 100,000 low-income families in Houston and Harris County need our services. Rebuilding Together Houston is the only organization in our region to provide free home repairs for hundreds of families annually. We employ licensed contractors to return homes to a safe condition, adding 20 years or more of life to each home. In the last 42 years, we have served more than 14,800 neighbors at no cost to them. Together with our corporate supporters and community partners, our mission is Repairing homes, Revitalizing Communities, and Rebuilding Lives. Our vision is safe homes and communities for everyone. For more information about Rebuilding Together Houston visit rebuildinghouston.org.

Development Coordinator

Position Overview: The RTH Coordinator is a full-time, non-exempt position that reports to the Director of Development. The coordinator ensures timely processing of donations and acknowledgements, maintains detailed donor records in Salesforce and Evernote; and manages the organization's fundraising platform, Give Lively.

Essential Duties and Responsibilities:

- Manage donor database and mailing lists, track donor contributions, ensure accurate recordkeeping, organize documentation, generate reports.
- Review funder portals to research requirements for grant application and reporting processes.
- Review grant award letters and terms to track and coordinate reporting.
- Prepare donor acknowledgement letters and materials.
- Provide logistical support for board and committee meetings, including developing meeting slides, attending meetings, and writing minutes.
- Assist with the development and implementation of fundraising campaigns and calendars.
- Maintain and update documents required for grant applications as needed.
- Work closely with the Finance Office to prepare the monthly reconciliation of development and accounting system records.
- Assist with donor relationship management and retention strategy, coordinating communication efforts.
- Assist in cultivation and stewardship of current and prospective donors.

Requirements:

- Bachelor's degree and 1-3 years of nonprofit work experience
- Experience with CRM software, e.g., Salesforce, Razors Edge, or Blackbaud
- Strong proficiency in Microsoft Office and Google Suite products and software
- Consistently demonstrate superior organizational skills and attention to detail
- The ability to work without supervision and to organize, prioritize, and successfully execute multiple concurrent tasks; to anticipate needs and act accordingly, and to perform with a high degree of initiative.
- Demonstrated excellent interpersonal, verbal, and written communications skills. The ability to manage challenging situations diplomatically and maintain collaborative working relationships.
- The ability to maintain confidentiality, act with discretion, and maintain a high level of performance under pressure.
- The ability to provide a high level of professional service to internal and external stakeholders.

Compensation and Benefits:

- Salary Range of \$42,000-\$50,000, depending upon skills and relevant experience
- Employee medical, dental, vision, and life insurance benefits paid by RTH; options for family and/or partners available at cost to the employee.
- Optional 401K investment account
- 14 holidays annually
- One week of paid vacation after the first 6 months of employment (two weeks total per year)

For more information, please visit our website: www.rebuildingtogetherhouston.org
Submit a cover letter, resume and references to: RTHHumanResources@rebuildinghouston.org