



Magnificat Houses Inc.  
Position Profile

**POSITION:** Development Coordinator

**DATE:** December 2, 2024

**DEPARTMENT:** Development

**STATUS:** Full-Time, Exempt

**REPORTS TO:** Director of Development

**Organization Overview:** Magnificat Houses, Inc. is a nonprofit organization dedicated to providing a nurturing environment for those in need. Our mission is to offer compassionate support and resources to individuals facing homelessness, mental illness, and addiction, helping them rebuild their lives and achieve self-sufficiency.

**Position Summary:** The Development Manager will work closely with the Development Director to oversee and execute all fundraising activities, donor cultivation, and community outreach initiatives. This role is crucial in supporting the organization's growth and sustainability by fostering relationships with donors, corporate partners, and community stakeholders.

**DUTIES AND RESPONSIBILITIES:**

1. Maintain accurate records of all fundraising activities, donor interactions, and event outcomes.
2. Responsible for all input and output from the CRM donor database ensuring data integrity and confidentiality in all record-keeping practices.
3. Generate reports weekly and monthly on fundraising performance and donor engagement metrics and provide them to the Director of Development and the Executive Director.
4. Assist the Director of Development and the Director of Finance with monthly reconciliations between the donor database and the accounting software. Maintain these on the shared drive and in a binder for future audit purposes.
5. Provide administrative support to the Development team and the Volunteer team.
6. Assist the Development Director in planning, organizing, and executing all fundraising events including the management of the event coordination.
7. Work with the communications/marketing coordinator to create all event materials and promotion strategies.
8. Responsible for the planning and execution of two annual giving campaigns per year.
9. Work closely with the Volunteer Coordinator to steward volunteers from corporate partners into donors.
10. Responsible for working directly with the external 3<sup>rd</sup> party contract grant writers to assist with compilation of documents needed for submissions.
11. Attend Development Committee meetings serving as the secretary; assist as needed with meeting packages; take the minutes and distribute within two days after the meeting.
12. Other duties as assigned.



## Magnificat Houses Inc.

### **Qualifications:**

- Bachelor's degree in Nonprofit Management, Communications, Marketing, or a related field, or equivalent experience.
- Minimum of 3 years of experience in nonprofit development, fundraising, or a related role.
- Proven track record in donor cultivation, acquisition, and retention.
- Strong organizational and project management skills.
- Excellent communication and people skills.
- Effective communication skills, both verbally and in writing.
- Ability to work evenings and weekends, as needed.
- Ability to work independently and as part of a team.
- Proficiency in Microsoft Office Suite and CRM donor management software.
- Passion for the mission and values of Magnificat Houses, Inc.

### **Benefits:**

- Competitive salary commensurate with experience.
- Health, dental, and vision insurance.
- Generous paid time off and holidays.

### **PHYSICAL REQUIREMENTS:**

1. Ability to sit, stand, bend and stoop for (long) periods of time.
2. Ability to exert up to fifty pounds of force occasionally/ frequently.
3. Ability to respond to emergency/crisis situations.
4. Exposure to noise.

For more information, please visit our website: <https://mhihouston.org/>

Submit a cover letter, resume and references to: **[development@mhihouston.org](mailto:development@mhihouston.org)**