

Job Title	DEVELOPMENT OFFICER (HOUSTON)
Employer/ Agency	Presbyterian Children’s Homes and Services
Job Description	<p>Working closely with the Senior Development Officer and the Vice President for Development, this regional Development Officer position is responsible for maximizing philanthropic support from individual and church donors in the Houston Territory. With a primary emphasis on annual gifts, the annual support raised enables Presbyterian Children's Homes and Services to fulfill its stated mission: "providing Christ-centered care and support to children and families in need."</p> <p>Core Responsibilities:</p> <ol style="list-style-type: none"> 1.Promote awareness in one's assigned territory of the agency's multi-state programs and in-depth knowledge of regional program services. 2.Effectively recruit various volunteers (Ambassadors serving as PCHAS representatives in local churches, Luncheon Table Hosts, etc. . .) who will assist the funds development department. 3.Maximize philanthropic support from individuals and churches in assigned territory through long-term relationships, and effective cultivation, solicitation, and stewardship practices. 4.Speak frequently during the week, evenings and on weekends telling the PCHAS story at church events, service organization meetings, and worship services. 5.Manage the Benevon fundraising model in assigned geographic territory. 6.Assist the Manager of Foundation Grants as needed in presenting proposals (written at the central office) with foundations in one's assigned territory. 7.Meet or exceed annual fundraising goals for one's assigned region. Monitor progress towards stated goals using the weekly, monthly, quarterly and annual gift reports prepared by central staff in Austin, Texas. Write call reports for all donor visits and phone calls. Meet with the Vice President and Senior Development Officer on a regular basis to plan and adjust regional strategy. 8.Provide assistance as requested with the agency's communications staff. 9.Provide assistance as requested to prepare an estimated annual operating expense budget for one's geographic area of responsibility. 10.Perform any other job related duties as assigned. <p>Working Conditions:</p> <p>Development activities are carried out in a variety of settings. Some functions are performed in an office environment while others occur in a donor's home or place of business. Travel is required and opportunities to meet with donors and potential donors often occur in the evening and on weekends. There is a need to lift, move or transport boxes of development materials on occasion that may weigh up to 40 lbs.</p>
Qualifications	<p>Education and Experience:</p> <ul style="list-style-type: none"> •A liberal arts degree (or degrees) in English Literature, Sociology, Communications or a field compatible with the general skills required to accomplish the tasks of the position.

	<ul style="list-style-type: none"> •Demonstrated work experience and skills in the area of funds development, marketing, or program service in the non-profit sector is preferred. Experience in sales may also be considered. <p>Licenses and Certifications: Certification as a professional fund-raiser is desirable, but not required.</p> <p>Knowledge and Skills:</p> <ul style="list-style-type: none"> •Current knowledge of or excellent aptitude for learning and implementing major gift strategies, planned gift strategies and foundation strategies •Flexibility in interpersonal style in order to accommodate working with various constituencies.
Application Method	Apply online at: http://texas.pchas.org/employment/application/

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