

Job Title	Development Finance Officer
Employer/ Agency	Communities In Schools of Houston, Inc.
Job Description	Process all gifts in Raiser’s Edge and produce official gift acknowledgements and tax receipts for donors. Provide coordination for all development projects and campaigns that involve creating mail and cultivation lists utilizing department database. Update database regularly; utilize reporting function to keep department informed of progress towards financial goals in each campaign and for specific request. Coordinate with Finance Department.
Qualifications	Bachelor’s Degree in English, Accounting, Business, Finance, Public Administration, or Social Work. Experience in a nonprofit development office utilizing Raiser’s Edge required,
Salary/Hours	\$42,000
Employer/Agency	Communities In Schools of Houston, Inc.
Address	1235 North Loop West, Suite 300
City, State, Zip	Houston, TX 77008
Contact Person	Mable Gibbs
Contact Title	Director of Human Resources
Telephone Number	713-654-1515, ext. 125
Fax Number	713-862-4885
Email Address	mable@cis-houston.org and hrresumes@cis-houston.org
Application Method	Please send resumes to hrresumes@cis-houston.org and Donna Wotkyns, Director of Development at dwotkyns@cis-houston.org
Opening Date	January 6, 2016

To post a job opportunity or if your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at mswjobs@central.uh.edu with the hiring details of your new job opportunity. Thank you.