

Job Title	Development Director
Employer/ Agency	Palmer Drug Abuse Program – Houston
Job Description	<p>The Development Director helps further the mission of Palmer Drug Abuse Program (PDAP) by raising funds necessary to underwrite two-thirds of the cost of the program for teens, young adults and their families to receive FREE substance abuse prevention, education and recovery services.</p> <p>The position is based in Houston, where our business office is located. The Development Director’s primary responsibilities include developing annual fundraising goals; creating an annual plan to reach those goals; developing and adhering to the timelines; managing special events; submitting grant proposals; and developing reports for major donors.</p> <p>The Development Director also oversees and works with the Development Coordinator to ensure that all donors are thanked promptly, necessary donor gift reports are submitted in a timely manner, and the donor database is accurate. They also work together to discover new prospects; to manage PDAPs social media and website; and to update processes as needed.</p>
Qualifications	<ul style="list-style-type: none"> • Bachelor’s degree required from an accredited institution. • Minimum of three years of experience in overall aspects of fund development. Experience in including grant writing and special events a plus. Experience in working on a capital campaign also a plus. • Proficient in Microsoft Office products such as Word, Excel and PowerPoint. • Proficient in Raiser’s Edge or similar donor database. • Strong writing skills a must, as well as the ability to accurately proofread, edit and verify the accuracy of a variety of documents. • Detail-oriented and able to multi-task and juggle priorities. • Ability to work independently, as well as be a contributing member of the leadership team. • Able to maintain strict confidentiality and have high ethical standards. • Must possess initiative and follow-through skills. • Ability to communicate the mission and vision effectively. • Knowledge of cloud-based filing systems, professional letter and

	report writing formats, and standard office equipment operation.
Salary/Hours	<ul style="list-style-type: none"> • Competitive salary commensurate with qualifications listed above • Full Health benefits
Employer/Agency	Palmer Drug Abuse Program - Houston
Address	840 Gessner Rd. Ste 1300
City, State, Zip	Houston, TX 77024
Contact Person	Scarlet DeJesus
Contact Title	Human Resources Generalist
Telephone Number	281-589-4602
Email Address	Admin@pdaphouston.org
Application Method	Please forward your Cover Letter and CV/Resume to Admin@pdaphouston.org
Opening Date	Current

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