

Job Title	Development Project Manager
Employer/ Agency	Meadows Mental Health Policy Institute
Job Description	<p>Reports To: Vice President of Philanthropy</p> <p>The Meadows Mental Health Policy Institute (MMHPI) seeks a Development Project Manager to support the work of the Vice President of Philanthropy. The person in this position will be responsible for helping to plan the direction, coordination, implementation, and completion of initiatives that secure significant philanthropic resources from individuals, foundations, and corporations to support MMHPI's mission. The work location for this position is in Austin, Dallas, or Houston, Texas. Statewide travel (up to 25%) may be required. Some duties may require access to reliable personal transportation.</p> <p>Responsibilities:</p> <ul style="list-style-type: none">• Work collaboratively with the Vice President of Philanthropy to track and meet project timelines and deliverables in order to achieve the goals put forward by the Chief Executive Officer (CEO) and the Chief Operating Officer (COO);• Help coordinate development-related efforts within the Institute and amongst external stakeholders;• Assist the Vice President of Philanthropy, COO, and CEO with meeting and event scheduling, preparation, and follow up activities;• Monitor major gift prospects, including individuals, foundations, and corporations;• Assist with the Institute's major gift fundraising efforts, including restricted and unrestricted grants, endowment, and annual fund programs;• Support the Vice President of Philanthropy with the administration of the Institute's development work, including travel planning, IT support, and other responsibilities;• Attend and report on MMHPI Board and committee meetings as needed;• Liaise with other MMHPI Project Managers and the Design Work Group;• Fulfill additional duties and responsibilities as assigned.

Qualifications	<p>Required Qualifications:</p> <ul style="list-style-type: none"> • Bachelor of Arts degree, Bachelor of Science degree, or equivalent degree; • A minimum of three years of relevant experience; • Excellent written and verbal communication skills; • Ability to work independently as well as collaboratively with colleagues. This includes communicating effectively with team members in various geographic regions and making contributions to the Team's work; • Experience with a fund development database (e.g., Raiser's Edge); • Experience preparing proposals and reports and conducting research on and correspondence with key stakeholder; • Demonstrated ability to work with technology; • Capacity to think strategically, critically, and develop proactive solutions to challenges; • Flexibility in work with new issues, topics, and approaches; • Commitment to the mission, goals, programs, and future aspirations of the Institute. <p>Preferred Qualifications:</p> <ul style="list-style-type: none"> • Master's degree in related field; • Experience with complex development strategies, including multi-year fundraising campaigns, board recruitment and development, donor prospecting and research, gift solicitation, and stewardship; • Experience building and maintaining long-term relationships with stakeholders.
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Salary/Hours	Salary not specified - full time
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Employer/Agency	<p>About Meadows Mental Health Policy Institute</p> <p>The Meadows Mental Health Policy Institute is a nonpartisan, nonprofit organization that supports the implementation of policies and programs that help Texans obtain effective, efficient mental health care when and where they need it. The Institute's vision is for Texas to be the national leader in treating people with mental health needs. For more information about the Meadows Institute, please visit: www.texasstateofmind.org</p> <p><i>The Meadows Mental Health Policy Institute is committed to equality of opportunity in all aspects of employment and provides full and equal employment opportunities to all employees and potential employees without regard to race, color, national origin, religion, gender (including pregnancy, childbirth, and related medical conditions), physical or mental disability, age, citizen status, veteran status, genetic information, or any other legally protected status.</i></p>
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Application Method	Qualified applicants are encouraged to submit their resume and cover letter to careers@texasstateofmind.org
Opening Date	Immediately

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.