

Job Title	Legacy Gift Officer (LEGAC02449)
Employer/ Agency	<i>DePelchin Children's Center is an accredited foster care and adoption agency, serving the most vulnerable children and families in Texas and working to break the cycles of abuse and neglect.</i>
Job Description	The Legacy Gift Officer will grow, manage, and enhance DePelchin's legacy giving program. The Legacy Gift Officer will manage a portfolio of donors, educating donors about a range of legacy gift options, securing legacy gift commitments and stewarding legacy gift society members. The Legacy Gift Officer is responsible for meeting annual gift commitment targets and working directly with the Senior Vice President of Advancement to develop and execute a comprehensive legacy gift program.
Qualifications	<p>Experience Required:</p> <ul style="list-style-type: none"> • Bachelor's degree required. Other considerations include an advanced degree in a related field such as law, finance, or non-profit management. • Minimum of three years' experience in fundraising. • Knowledge of general office equipment and software, including use of personal computers, smart phones, printers, and Microsoft Office Suite software (Excel, PowerPoint, and Word). <p>Experience Preferred:</p> <ul style="list-style-type: none"> • Experience with constituent relationship management (CRM) database (Raiser's Edge is a plus).
Salary/Hours	Hiring Range: \$63,982 - \$70,380 Classification: Full-time, Non-Exempt
Employer/Agency	DePelchin Children's Center
Address	4950 Memorial Dr.
City, State, Zip	Houston, TX 77007
Contact Person	Helen Powell
Contact Title	Talent Acquisition Specialist
Telephone Number	713-802-7643
Fax Number	713-802-7676

Email Address	careers@depelchin.org
Application Method	Click on the link to apply: https://recruiting.ultipro.com/DEP1000DCC/JobBoard/d24d005f-97d2-41ec-a969-02533535def2/OpportunityDetail?opportunityId=2a50cfc8-d13e-45f7-aeb7-2041594db207
Opening Date	Immediate

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