Job Title: Donor Relations Officer

Employer/ Agency: DePelchin Children’s Center

Job Description: The Donor Relations Officer is responsible for the development and implementation of strategies related to the identification, qualification, engagement, cultivation, solicitation, and stewardship of major gift level donors. The Donor Relations Officer will manage a portfolio of 100-150 donors and prospects, including individuals, foundations and corporations, with an emphasis on securing major gifts from individual donors. The Donor Relations Officer is also responsible for meeting annual revenue targets and will work directly with the Director, Donor Relations to execute and achieve comprehensive major gift strategies that meet established financial goals.

Qualifications:

Required Qualifications:

- Bachelor’s degree required.
- Three (3) 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).

Preferred Qualifications:

- Experience with constituent relationship management (CRM) database.

Work Conditions:

- Environment: Hybrid - Office, Community
- Range of Schedule: Mon - Fri, 7:00 am to 8:00 pm, Occasional nights or weekends.
- Travel: Frequent, Local (Must have reliable transportation, valid Texas Driver License and Auto Insurance)

Knowledge, Skills and Abilities:

- Knowledge of Fundraising practices.
- Persuasive, clear, and strong oral and written communication skills.
- Ability to stay organized while executing multiple projects.
- Ability to network effectively and cooperatively with diverse populations.
- Ability to perform effectively in public speaking and presenting to groups.
- Proven ability to build relationships with supporters that result in financial support.
- Ability to carry out duties in a manner that promotes good teamwork between all departmental and agency staff and supports the agency and
- Exceptional interpersonal skills.
- Goal oriented.

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<thead>
<tr>
<th>Salary/Hours</th>
<th>Full-time</th>
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<tbody>
<tr>
<td>City, State, Zip</td>
<td>Houston, TX</td>
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<tr>
<td>Application Method</td>
<td>Apply Here: <a href="https://depelchinchildrenscenter.applytojob.com/apply/GYuSkA6gNg/Donor-Relations-Officer">https://depelchinchildrenscenter.applytojob.com/apply/GYuSkA6gNg/Donor-Relations-Officer</a></td>
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<td>Opening Date</td>
<td>Immediately</td>
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