

<b>Job Title</b>	Director of Development
<b>Employer/ Agency</b>	The Harris School
<b>Job Description</b>	<p>Position Summary: The Director of Development will work closely with the Executive Director and Board of Directors to create a comprehensive development program that meets the needs of the organization, including but not limited to:</p> <ul style="list-style-type: none"> <li>• Major gifts</li> <li>• Planned giving</li> <li>• Grants</li> <li>• Special events</li> <li>• Capital campaign</li> </ul> <p>Duties and Responsibilities:</p> <ul style="list-style-type: none"> <li>• Oversee and grant seeking process including research, proposal writing, and reporting requirements</li> <li>• Meet prospective donors and supporters on a continual basis to establish effective communications &amp; relationships</li> <li>• Grow a major gifts program including identification, cultivation and solicitation of major donors</li> <li>• Build the planned giving program with a focus on deferred gifts such as bequest expectancies</li> <li>• Direct the annual fund program, including mailings and annual fundraising drives</li> <li>• Direct capital campaigns and other major fundraising drives</li> <li>• Coordinate fund raising special events</li> <li>• Oversee creation of publications to support fund raising activities</li> <li>• Oversee fundraising database and tracking systems</li> <li>• Maintain gift recognition programs</li> <li>• Assist in Board Development</li> <li>• Perform other related duties as requested</li> </ul>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• A proven Development track record that shows the ability to plan, execute and meet deadlines</li> <li>• Highly organized with good attention to detail</li> <li>• Strong interpersonal and writing skills</li> <li>• Have knowledge and experience in fund raising techniques, particularly grant writing and major gift fundraising</li> <li>• Possess the skills to work with and motivate staff, board members and other volunteers</li> <li>• Have the desire to get out of the office and build external relationships</li> <li>• Be a “self-starter” and goal driven to initiate donor visits and fundraising calls</li> <li>• Display a positive attitude</li> <li>• Show concern for people and community</li> <li>• Demonstrate presence, self-confidence, common sense and good listening ability</li> <li>• Hold a bachelor’s degree or higher</li> <li>• 3 years minimum experience in professional fundraising</li> </ul>
<b>Salary/Hours</b>	\$68,000 - \$80,000
<b>Contact Person</b>	Susan Spencer
<b>Telephone Number</b>	713-526-2046 Ext. 307
<b>Email Address</b>	info@theharrisschool.org

<b>Application Method</b>	Email above
<b>Opening Date</b>	Immediately

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