

Job Title	Philanthropy Specialist
Employer/ Agency	Houston Area Women's Center
Job Description	<p>Being a Philanthropy Specialist at HAWC you will be responsible for the implementation and delivery of HAWC's fundraising strategies including campaigns, events, and ongoing fundraising programs. The position will collaborate with the Marketing and Communications team and other organizational stakeholders to support key strategic objectives and will manage the administration of all philanthropic activities for the department.</p> <p>Fundraising Campaigns and Events</p> <ul style="list-style-type: none"> ▪ You create and update online donation forms for all campaigns and events. ▪ You collaborate with the Marketing and Communications team to prepare landing pages, e-blasts, and social media posts for fundraising campaigns and events according to campaign/event strategy established by the Director of Philanthropy ▪ You conduct professional and respectful communications with major and mid-level donors to gather key information for campaign/event communications, such as sponsorship listing and RSVP status, often under a deadline; and ▪ You support ad hoc campaigns, sometimes with limited turnaround time, in response to agency needs (i.e. challenge campaigns). <p>Ongoing Fundraising Programs</p> <ul style="list-style-type: none"> ▪ You will be responsible for the cultivation, solicitation, and stewardship of an assigned portfolio of donors to increase annual giving and strengthen supporter relationships. ▪ You coordinate all communication for HAWC's Circle of Friends recurring gift program; and ▪ You coordinate and support internal stakeholders for the agency's stewardship program. <p>Subdepartment Administration</p> <ul style="list-style-type: none"> ▪ You will maintain accurate and organized constituent and donation records within the Raiser's Edge donor management system according to department's established naming conventions. ▪ You manage all subscriptions and vendors for HAWC's Philanthropy sub-department; and ▪ You take accurate meeting minutes and record key action items from planning meetings. ▪ Other duties as assigned. <p>What Skills and Assets you bring, and more:</p> <ul style="list-style-type: none"> ▪ Excellent attention to details ▪ Demonstration of professional objectivity and appreciation for confidential information ▪ Ability to follow instructions and to adhere to policies and procedures ▪ Ability to prioritize tasks to meet individual and team deadlines ▪ Ability to research and apply accounting standards in the work product, as well as to learn new systems and programs. ▪ Has a growth mindset and is a good team player ▪ Strong communication skills, both verbally and in writing.

	When you work here at HAWC you make an impact not just in the lives of the survivors and the people you help, but also make an impact in our own lives and our community. We learn and grow with a purpose where we strive to work for a common cause, which is to end domestic and sexual violence for ALL.
Qualifications	<ul style="list-style-type: none"> ▪ Bachelor's Degree or a bachelor's degree within one year. ▪ A minimum of two years experience with customer service and data entry <p>OR</p> <ul style="list-style-type: none"> ▪ A minimum of one year of progressive experience in fundraising, development, or advancement.. ▪ A minimum of one year of experience working in a mid to large-nonprofit agency strongly preferred. ▪ Intermediate Proficiency in Microsoft Office (Word, Teams, Excel, and Outlook). ▪ Experienced in Donor Management/CRM software (Raiser's Edge preferred). ▪ Experience working with large data sets preferred. ▪ You have a valid Texas driver's license with a good driving record; reliable transportation; ability to travel to off-site locations utilizing personal transportation.
Salary/Hours	Full-time, Monday - Friday from 8am-5pm, starting pay rate \$24.04 hourly Flexibility in schedule, nights and weekends as needed Work Model: hybrid Local Travel: 25%
Application Method	Philanthropy Specialist (paycomonline.net)
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.