

Job Title	Development Director
Employer/ Agency	Palmer Drug Abuse Program – Houston Inc. The Development Director helps further the mission of Palmer Drug Abuse Program (PDAP) by raising funds necessary to underwrite the cost of the program for teens, young adults, and their families to receive FREE substance abuse prevention, education, and recovery services.
Job Description	<ul style="list-style-type: none"> • Develops annual fundraising goals and works with CEO to create an annual plan to reach those goals. • Oversees the execution of two annual special events. Creates budget, works closely with event chairs, vendors, speaker(s) and appropriate staff. Manages volunteer staffing and training; oversees production of any print materials, and event set-up and logistics as well as day of event management. • Creates and manages calendar of deadlines for all proposals, direct mail appeals, events and other development activities. • Works to identify individual, corporate, faith-based, and foundation prospects to support development efforts. • Oversees submission of proposals and reports to individuals, foundation, faith-based communities, and corporations. • Develops ideas for annual fund appeals, and drafts solicitation letters. • Creates development reports for Executive Director and Board as needed. • Attends all staff and Board meetings. Supports organization of those meetings as needed. • Monitors all revenue and expenses for adherence to the development budget. • Ensures proper donor recognition and stewardship of all donors including: composing thank you letters, contributing content and overseeing mailing for quarterly newsletters, and planning stewardship events • Oversee sponsorship solicitations for fundraising events and ensure fulfillment of donor benefits. • Works with Office Manager to oversee the donor database (Raiser’s Edge), including gift entry, constituent coding, regular reconciliation with Finance Department, database organization and reporting. • Build, update, and manage online giving web forms, specific to giving initiatives and events. • Create frequent and varied development reports to analyze income, track progress, and advance donor stewardship and cultivation. • Identify new donor prospects and cultivate current, lapsed, and potential donors. • Provide vision, energy and passion for PDAP’s mission, values, and integrity in all aspects of the job. • Works to develop social media messaging and website updates.

Qualifications	<p>QUALIFICATIONS:</p> <ul style="list-style-type: none"> • Bachelor’s degree required from an accredited institution. • Proven track record in developing successful donor relationships • 3-5 years’ experience in nonprofit fundraising • Preferred Experience in including grant writing and special events. • Experience in working on a capital campaign a plus. • Proficiency in Microsoft Word, Excel, PowerPoint, Raiser’s Edge and Outlook <p>BENEFITS</p> <ul style="list-style-type: none"> • Medical, Dental, Vision, and 403(b) Benefits
Salary/Hours	<p>Salary Range \$65,00-80,000 Hours Monday – Friday with two weekend events yearly</p>
Address	3730 Kirby Drive Suite 1200
City, State, Zip	Houston TX 77098
Contact Person	Beth Eversole
Email Address	beth@pdaphouston.org
Application Method	Send Resume to Beth@pdaphouston.org
Opening Date	Immediately

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