

<b>Job Title</b>	Development and Communications Manager
<b>Employer/ Agency</b>	U.S.VETS - Houston
<b>Job Description</b>	<p>U.S.VETS-Houston works to ensure the successful transition of military veterans and their families through the provision of housing, counseling, career development and comprehensive support. The U.S.VETS—Houston Development &amp; Communications Manager role reports directly to the Executive Director of U.S.VETS–Houston and is responsible for the expansion of U.S.VETS’ regional fundraising, communications, and community engagement.</p> <p><b>Responsibilities:</b></p> <ul style="list-style-type: none"> <li>• Work directly with Executive Director to oversee U.S.VETS-Houston fundraising, communications, and community engagement; increase private revenue annually to meet projected fundraising goal of \$518,000.</li> <li>• Work within matrixed reporting structure to partner with the Director of Regional Giving and National Development staff to execute and expand fundraising and communications activities; participate in national development calls, teleconferences, and meetings.</li> <li>• Manage all signature events, including fundraising, logistics and execution, secure and manage 3<sup>rd</sup> party, donor-hosted and other events as needed, working with Executive Director, Advisory Council, Committees. This includes Guitars ‘N Cars, a signature event held every fall with a fundraising goal of \$130,000+</li> <li>• Lead growth of corporate fundraising through identification and direct solicitation of prospects for event sponsorships, in-kind and capital investments, and corporate partnerships.</li> <li>• Oversee all donor engagement; increase individual giving through donor solicitation and stewardship, and independent coordination of direct mail and e-appeals.</li> <li>• Identify prospects for individual and corporate support, conduct prospect research, initiate, and conduct direct outreach and solicitation, independently and/or in partnership with senior leadership.</li> <li>• Serve as community representative, facilitate presentations for the Executive Director, and program leadership, deliver presentations to local businesses, faith-based groups, and community associations.</li> <li>• Secure in-kind contributions for events, programs, and facilities, including identifying and partnering with local community groups, business, and others to increase donations.</li> <li>• Engage community and corporate volunteers, develop, and oversee individual and group volunteer projects, manage and steward volunteers on-site and at events.</li> <li>• Manage site communications, public relations, and marketing; secure client success stories, develop all social media engagement, website updates, coordinate media and advertising.</li> <li>• Maintain site development and communications calendar, report on site fundraising efforts to the National office.</li> <li>• Develop and manage branded collateral, presentations, marketing materials and communications; ensure consistent use of organization brand, mission, and messaging.</li> <li>• Utilize database to create records, record contributions, send acknowledgments, and track actions and contacts.</li> <li>• Other duties as assigned</li> </ul>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Bachelor’s degree required.</li> <li>• 2-5 years fundraising experience, particularly including special events, individual and corporate giving.</li> <li>• Ability to exercise discretion and independent judgment in managing donor and community</li> </ul>

	<p>relationships.</p> <ul style="list-style-type: none"> <li>• Initiative to personally request and secure investments from individuals, corporations, and community groups.</li> <li>• Excellent written and verbal communication skills.</li> <li>• Ability to work independently and manage competing priorities, strong time management skills.</li> <li>• Excellent interpersonal skills, ability to listen to and effectively communicate with colleagues and donors.</li> <li>• Flexibility, creativity, and initiative required to create new opportunities.</li> <li>• Strong Microsoft Office, database, and administration skills.</li> </ul>
<b>Salary/Hours</b>	Full Time/Hybrid Remote/Market competitive salary
<b>Address</b>	7227 Fannin Street. Ste 200
<b>City, State, Zip</b>	Houston, TX 77030
<b>Contact Person</b>	Ruby McDavis
<b>Contact Title</b>	Human Resources
<b>Telephone Number</b>	832-945-7169
<b>Fax Number</b>	
<b>Email Address</b>	<a href="mailto:rmcdavis@usvets.org">rmcdavis@usvets.org</a>
<b>Application Method</b>	<a href="https://www.paycomonline.net/v4/ats/web.php/jobs/ViewJobDetails?job=34901&amp;clientkey=AC964D99781EE6B7BAD7D79276AA0397">https://www.paycomonline.net/v4/ats/web.php/jobs/ViewJobDetails?job=34901&amp;clientkey=AC964D99781EE6B7BAD7D79276AA0397</a>
<b>Opening Date</b>	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](mailto:mswjobs@central.uh.edu) with the hiring details of your new job opportunity. Thank you.