

DePelchin Children's Center Donor Relations Officer

Classification: Full-time, Exempt

Reports to: Director, Donor Relations

Location: Memorial Drive, Houston, TX

Benefits: Yes

Who We Are:

DePelchin Children's Center supports and sustains children and the families who care for them. We provide comprehensive services focused on ensuring all children are part of safe, caring homes. We deploy evidence-based practices and strategies to prevent maltreatment, preserve healthy families, and bring healing to children who have experienced trauma by enhancing their physical health and mental well-being.

Position Description:

The Donor Relations Officer manages a portfolio of major gift level donors. This position will develop and implement strategies related to the identification, qualification, engagement, cultivation, solicitation, and stewardship of 100-150 donors to achieve the financial goals established for the department. The position carries out duties in a manner that promotes good teamwork between all departmental and agency staff and supports the agency and development philosophy, policies, and procedures. The individual in this position must have exceptional interpersonal skills, be committed to DePelchin's mission, and goal-oriented.

Experience/Skills Required:

- Bachelor's degree required. In lieu of a degree will consider candidates with seven (7) years of relevant work experience.
- Minimum three (3) year related work experience in fundraising.
- Proven ability to build relationships with supporters.
- Comfortable with initiating calls to prospective donors.
- Excellent oral and written communication skills.

Experience/Skills Preferred:

- Experience with donor software. Raiser's Edge a plus.

Please apply to <https://depelchin.e3applicants.com/careers/Donor-Relations-Officer-32>