

Breakthrough Houston Development Coordinator

Mission & Background: To prepare students with high academic potential but limited educational resources for competitive high school programs and college admission. In addition, BTH trains talented college and high school students for careers in education. BTH is part of a national collaborative that currently provides ten-plus years of tuition-free academic enrichment for middle school, high school and college students through a Summer Program, School Year Program and College Bound Program. In 2019, BTH added a College Completion Program that will continue support to our students through college graduation.

Position Summary: Unique full-time opportunity for experienced writer. This deadline-driven role requires a flexible self-starter with strong organizational skills and the foresight to prioritize and work proactively. Reports to Director of Development. Primary responsibilities include using template to complete grant requests & funding reports; maintaining & owning the grant calendar & development database.

Primary Responsibilities

Proposal & Report Creation & Funding Calendar Management

- Use existing templates to create and submit proposals throughout the year, including: LOIs, cover letters, summary of needs, grant requests and other required documentation. Takes primary ownership of funding calendar.

Database Management

- Manage & maintain the development database
- Generate reports, lists, thank you letters and grant-related acknowledgements

Event Administration

- Generate associated mailing lists from database
- Process table purchasers, pledges and/or payments

Skills and Experience

Required

- At least five (5) years professional experience in development: work/writing samples required
- Bachelor's degree in journalism, communication or related field preferred
- Excellent verbal and written communication skills
- Database management experience; Salesforce experience preferred
- Social media experience
- Meticulous attention to detail in all work; ability to work with multiple deadlines
- Ability to organize/prioritize tasks and work independently with little supervision
- Advanced proficiency in Microsoft Word and Excel

Compensation: \$55,000, higher compensation commensurate with experience

Benefits

We offer a generous benefits package at Breakthrough Houston that includes:

- Generous PTO and sick day policy with additional national holidays off
- Health, dental, vision, and life insurance offered
- 401k matching available

This is a remote-friendly position with flexible hours.

Please **submit cover letter, resume and 2-3 related writing samples** to Melinda Guthrie at mguthrie@breakthroughhouston.org with **Development Coordinator Position** as the subject line.