

## **Development Senior Associate**

We're looking for a **Development Senior Associate** to lead our annual fund and support key fundraising initiatives, including our golf tournament, gala, and scholarship program.

Who we're looking for:

- 3+ years of fundraising experience in annual giving or equivalent
- Proven success in project management, grant writing, and volunteer leadership
- A self-starter who builds strong relationships with parents, alumni, and donors
- Strategic in growing donor participation and stewardship

This role is perfect for an early/mid-career driven development professional eager to grow, lead, and make a lasting impact in a mission-driven college prep community.

Learn more and apply [HERE](#)

More information:

### **QUALIFICATIONS:**

- Bachelor's degree and minimum three years of fundraising experience in annual fund or equivalent with a proven track record.
- Demonstrated success in fundraising project management, grant writing, and volunteer management.
- Communicates comfortably with school representatives, parents, students, alumni, and representatives from the business community.
- Self-starting and able to multitask.
- Ability to work independently and collaboratively.
- High regard for confidentiality.
- Adhere and support the policies and procedures of Houston Christian.
- Committed to the mission and values of Houston Christian High School.
- Contribution to the life of the school outside of regular duties is expected.
- Represent the school in a positive light and be a strong spokesperson for the school.

This position will develop strategies and campaigns (giving for alumni, faculty, staff, community stakeholders, etc.) to secure contributions and manages stewardship of annual donors in recognizing their support. This role is also tasked with building meaningful and long-lasting relationships with parent volunteers including HC parent, grandparent, and alumni community.

Working under the direction of the Director of Development, the Development Senior Associate works in collaboration with the Development staff and members of the Advancement department, which includes Admissions, Marketing, and the Bush Center for Scholars and Leaders.

**Interested candidates may complete and submit the HCHS Professional Application with the Administrator philosophy questions, a cover letter, and resume to [hr@houstonchristian.org](mailto:hr@houstonchristian.org). Instructions and the application are accessible from the Employment page at [www.houstonchristian.org](http://www.houstonchristian.org). Resumes are not reviewed without the complete HCHS application.**

While HCHS gives preference to members of the Christian faith, the School is committed to equal employment opportunity. We will not discriminate against employees or applicants for employment on any legally recognized basis ["protected class"] including, but not limited to: veteran status, uniform service member status, race, color, sex, national origin, age, physical or mental disability, genetic information, pregnancy, childbirth, or any other protected class under federal, state, or local law except those exclusions specifically provided to Religious Organizations. The School is a Religious Organization as defined by Section 501(c)(3) of the Internal Revenue Code and accordingly reserves the right to employ persons who profess a Christian faith and have a philosophy of ministry similar to ours.