



## **Philanthropy Officer Job Description**

### **Position Overview**

The Philanthropy Officer is a critical member of the Philanthropy Team at HHCI, primarily responsible for executing all grant submissions for the agency. In addition, The Officer collaborates closely with the Director of Philanthropy to ensure effective stewardship of all annual, major, and foundation donors. The Philanthropy Officer will play a key role in soliciting, cultivating, and stewarding relationships across all donor constituents, creating opportunities for increased engagement, and achieving philanthropic revenue goals >\$3.5M.

### **Key Responsibilities**

#### **Grants Management and Execution:**

- Understand the history, structure, objectives, programs, and financial needs of HHCI.
- Research and identify grant opportunities from local and national foundations/trusts.
- Draft grant proposals and supporting documents based on the organization's funding requirements.
- Interview HHCI Senior Leaders for key points and language, submitting proposals in a timely manner to applicable parties for pre-approval.
- Respond to internal and external queries on drafted and submitted proposals.
- Maintain positive relationships with fund providers and other stakeholders.
- Create and implement internal policy for grant preparation leading up to deadlines.
- Keep accurate records and submit reports related to grant opportunities.
- Analyze and adapt current data points and align them with foundation needs/desires.
- Assist with preparing and managing grant reports for board of directors and committee meetings.

#### **Annual Giving Campaigns:**

- Manage a broad-based annual giving program through individuals, foundations, and corporate sponsorships. This includes developing and implementing year-round strategies to identify, cultivate, solicit, and steward supporters through various initiatives and campaigns.
- Develop innovative annual giving strategies and help leadership track and identify giving trends.
- Oversee and execute the Corporate Partnership Program or similar funding initiatives (e.g., Giving Society).
- Create and implement End of Year Campaign to meet revenue goals.

- Contact and connect with existing and potential donors to secure donations.
- Assist with strategy, language, client testimonials, storytelling, and graphic design of direct mail campaigns.

### **Donor Stewardship:**

- Manage and execute donor portfolio (>\$1M).
- Maximize engagement opportunities with all donors – quarterly at a minimum.
- Produce marketing materials needed for meetings and site tours.
- Collaborate with Philanthropy Team members to develop the Annual Report.

### **Job Requirements**

- Bachelor's degree required.
- 5-10 years of experience working in a nonprofit organization.
- Proven experience managing a \$1M portfolio of grants.
- Experience supporting fundraising events = \$1M.
- Excellent organizational skills with the ability to manage multiple grant deadlines and daily tasks.
- Proactive in pursuing new funding opportunities and securing annual and major gifts.
- Flexibility to support team members with events, acknowledgment letters, and site tours as needed.
- Manage part-time, donor database coordinator

### **Desired Skills**

- Proficiency in donor databases such as Bloomerang or Raiser's Edge.
- Exceptional attention to detail.
- Strong written and verbal communication skills.
- Resourceful, versatile, and a proactive problem-solver.
- Familiarity with the Houston nonprofit sector is preferred.
- Experience with Canva, MailChimp, and writing/editing direct mail appeals.
- Excellent relationship-building skills.

### **Personal Qualities**

- Creativity and analytical ability to maximize program outcomes and track strategic improvements.
- Self-motivated and able to work independently as well as part of a team.
- High ethical standards, discretion, and confidentiality in handling donor information.

- Ability to prioritize workload based on deadlines and importance.
- Passion for mental health and helping others.
- Proven experience multi-tasking in a fast-paced environment.

### **About HHCI**

HHCI is a privately funded organization and a United Way Agency, with no current government grants. The organization is dedicated to addressing a myriad of mental health issues and has a strong commitment to helping others.

### **Compensation**

This full-time position offers a salary range of \$74k-78k (based on experience), plus competitive benefits with a retirement savings plan with employer contributions. After a 90-day introductory period, the employee may be eligible for one to two days of remote work per week. This position reports to the Director of Philanthropy.

### **Note**

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and perform any other job-related duties requested by anyone authorized to give instructions or assignments.

### **To Apply**

Interested candidates should submit their resume and a cover letter detailing their experience and passion for the role to HHCI's Director of Philanthropy, Lauren Kimble at [lkimble@hhci.org](mailto:lkimble@hhci.org).

Please do not apply if you do not have a minimum of 3 years grant writing experience for a nonprofit agency.

*This job description outlines the primary duties and qualifications for the Philanthropy Officer position. The ideal candidate will be a proactive, detail-oriented professional with a passion for mental health and a strong background in nonprofit fundraising, grant execution and donor relations.*