



Job Posting: Development Associate at MHA of Greater Houston

Description of Duties and Responsibilities

The Development Associate will collaboratively manage the identification, engagement and cultivation, solicitation, and stewardship of a portfolio of mid-level donors. They will support the overall success of MHA of Greater Houston's events, direct mail, and online campaigns to acquire, cultivate, renew, and upgrade donors. Primarily responsible for mid-level giving involving donors with annual gifts of \$500 - \$4,999. The Development Associate will develop a pipeline strategy for moving annual donors into the major gifts pool.

Functions of the position include:

- Identify, cultivate, and solicit mid-level gift prospects, including individuals, service organizations, foundations, and corporations.
- Manage a dynamic portfolio of 100-125 donors and prospective donors, meticulously tracking interactions while progressing them through the donor cultivation cycle.
- Create personalized cultivation strategies tailored to donors' philanthropic interests and capacity.
- Regularly meet with donors to provide updates, discuss impact, and share the need for additional support.
- Develop and implement a comprehensive fundraising strategy to meet annual revenue goals and ensure the long-term financial sustainability of MHA of Greater Houston.
- Closely track and monitor developments in foundations, corporations, and individual donor giving trends.
- Prepare compelling proposals, corporate grant applications, and other materials for soliciting gifts, and showcasing the agency's impact and benefit to the community.
- Collaborate with the development team to identify and perform lapsed donor outreach, encourage peer-to-peer fundraising, and highlight the monthly giving program while ensuring effective donor recognition and acknowledgment.
- Conduct thorough research to identify potential donor prospects, and assess capacity, interests, and personal connections to mental health.
- Use donor management software to track all interactions, proposals, and relationship notes.
- Collaborate closely with the development team, executive leadership, and board members to align gift strategies with organizational goals and priorities.
- Represent MHA of Greater Houston at external events and networking opportunities to expand the organization's visibility and donor base.
- Willing to take on other duties needed to help drive to our vision, fulfill our mission, and abide by our organization's values.

Qualifications for Position

This position requires an outgoing, organized, and passionate individual to join our growing development team. Demonstrated experience and comfort with fundraising, donor relations, and/or event planning. A bachelor's degree and a minimum of 3 years in fundraising or related roles, preferably in a nonprofit. Familiarity with mental health, physical health, or education sectors is a plus.

Supervisory Relationships

This position reports to the Chief Development Officer

Skills and Knowledge

- Highly organized and detail-oriented individual with exceptional follow-through.
- Adept at building relationships, engaging, and inspiring donors, board members, and other stakeholders.
- Outstanding writing, speaking, and proofreading skills.
- Proven record of successfully cultivating and soliciting gifts from individuals, foundations, and/or corporations.
- Works well collaboratively but is also highly self-motivated and self-directed.
- Maintains confidentiality and security of all agency and donor information.
- Practices sound judgment, cultural competency, and has empathy for vulnerable individuals.
- Accountable, dependable, positive attitude, and a commitment to confidentiality and ethical behavior.
- Open to feedback and responsive to coaching.
- Ability to manage time, handle multiple projects and priorities, and work in a fast-paced environment.
- Proficient in speaking, reading, and writing to perform the essential functions of this job.
- Flexibility to adapt to quickly changing priorities.
- Strong creative outlook.
- Computer proficiency in Microsoft Office, Canva or design software, and database experience (preferably Donor Perfect)

Travel

Travel is primarily local during the business day.

Hours per day or week

This is a Hybrid full-time position requiring flexible hours to include occasional evenings and weekends. Primary office hours are Monday through Friday, 8:30 a.m. to 5 p.m.

Benefits

The position comes with a comprehensive benefits package that includes Paid Time Off (PTO), medical, dental and vision insurance, life insurance, AD&D, Short-Term and Long-Term Disability. Employees may also participate in MHAGH's 403(b) plan and receive a matching contribution up to 4% after one year of service. Additionally, employees are eligible for an employer contribution to their 403(b) plan, whether or not the employee contributes.

Salary Range: \$60,000 - \$69,000 (DOE)

Submit cover letter and resume to careers@mhahouston.org. Include "Development Associate" in Subject Line.

Candidates are encouraged to visit our website at mhahouston.org to learn more about our organization.

MHA of Greater Houston is an equal opportunity employer celebrating diversity representing a variety of backgrounds, perspectives, and skills. We are committed to creating an equitable and inclusive environment for all employees. Employment is decided based on qualifications, merit, and business need.