



Job Description: Senior Development Officer
Location: Richmond, Tx

Job Summary

The Senior Development Officer is part of a dynamic team that consists of Mamie George Community Center leadership, staff and volunteers as well as Vice President of Development and Stewardship, and the agency grant writers and special events staff to secure donations. The Senior Development Officer is responsible for researching, cultivating, stewarding and soliciting prospects/donors for major gifts for programs, capital campaigns, and special event sponsorships. The Senior Development Officer will also develop, manage, and direct events undertaken by Catholic Charities for the Mamie George Community Center.

Principal Duties

- Collaborate with Mamie George Community Center Executive Director, Vice President of Development and Stewardship, Fort Bend Advancement Council and other staff and volunteers to execute a comprehensive diversified fund development plan.
- Oversee Mamie George Community Center's annual giving inclusive of donor solicitation, capital campaigns, grant writing, endowment, and planned giving programs through portfolio cultivation and management.
- Nurture and expand Mamie George Community Center's donor base as a foundation for both unrestricted support and effective advocacy support as necessary.
- Provide or coordinate training and ongoing education to the Fort Bend Advancement Council, volunteers, and staff on fundraising practices.
- Create new and innovative marketing and outreach strategies using technology and social networks to increase visibility of Mamie George Community Center to new and existing audiences.
- Identifies prospects and cultivates gifts, donations and sustentative contributions for Catholic Charities' programs, campaigns and events.
- Manages a portfolio of significant gift prospects and works closely with Vice President of Development and Stewardship to develop effective solicitation and stewardship strategies for each.
- Compose funding requests to constituents for gifting opportunities.
- Plan and facilitate meetings with prospects and donors. Travel with CEO, Mamie George Community Center Executive Director, Vice President of Development, board members, and independently to ensure effective quantity of face-to- face work and relationship building.
- Work in partnership with the Fund Development Team to plan and execute all fund-raising events at Mamie George Community Center including budget, correspondence, vendor contact, chair recommendations, mailing lists, invitations, teaser cards, programs, decor and additional printed products.
- Develops, plans, and executes additional events of Mamie George Community Center such as donor appreciation dinners, kick- off parties, and blessings and dedications.
- Help conceptualize, draft and prepare briefing materials for donor/prospect visits.
- Assists with planning, organizing and directing any Capital Campaign undertaken by Catholic Charities.
- Assists with other Mamie George Community Center functions and projects as needed to ensure the success of the center and its clients.
- Other duties as assigned

Minimum Qualifications

- Bachelor's degree
- Three (3) years of experience working with, providing outreach and establishing/maintaining relationships with organizations, corporations, volunteers and other individuals.

Skills Requirements

- Understanding of and appreciation for Catholic Social teachings and willingness to work toward agency's mission of helping others to become self-sufficient with dignity.
- Excellent time management skills
- Ability to independently manage multiple projects and meet deadlines for tasks with competing deadlines in a fast-paced environment.
- Experience organizing fundraising and marketing events.
- Proficient in Microsoft Office Suite including Outlook, Word, Excel, and PowerPoint.
- Strong verbal and written communication skills.
- Ability to handle and maintain confidential information.

Salary and Benefits:

- Salary range: \$70,000 - \$90,000 per year, commensurate with experience and qualifications.
- Comprehensive health, dental, and vision insurance.
- Generous vacation, sick time and 14 paid holidays.
- Retirement savings plan with employer match.
- A supportive and mission-driven work environment.

How to Apply:

Interested candidates should submit their resume, cover letter, and any other relevant documents to mchavez@catholiccharities.org. Please include "Senior Development Officer" in the subject line.

Catholic Charities Archdiocese of Galveston-Houston is an equal opportunity employer. We encourage candidates of all backgrounds to apply.

Join us in making a difference in the lives of those we serve. Become a part of our dedicated team and help us create a brighter future for our community.