

Job Posting: Development Coordinator

Mental Health America for Greater Houston, a \$3M+ 501(c)3 focused on developing community solutions to promote mental health for all, seeks a Development Coordinator to join our team of passionate and motivated professionals creating impact to advance the overall wellbeing of the individual and the community. This position will be responsible for duties involving the administration and implementation of development activities related to individual giving, corporate and foundation support, fundraising, and events. We offer professional growth along with personal fulfillment.

Functions of the position include

- Developing stewardship strategy to include but not limited to acknowledging donor special occasions, frequent written and oral communication, and creating donor experiences.
- Maintaining the overall database integrity including data input, data improvement, data auditing and other database functions.
- Overseeing the implementation and logistics of events.
- Leading individual and corporate prospect management activities
- Maintain donor files in Raisers Edge with timely and detailed action and progress reports to the Chief Development Officer.

Qualifications for Position

This position requires a highly motivated self-starter with a bachelor's degree and two years' experience in non-profit development, database management and special events. Proficient in Raiser's Edge preferred. Exceptional interpersonal skills and a commitment to representing MHA of Greater Houston with enthusiasm, warmth, and professionalism. Attention to detail, project management skills, and being highly organized a must.

Submit cover letter with salary expectations and resume to careers@mhahouston.org. Include job title in Subject Line.