

Job Title	Philanthropy Officer
Employer/ Agency	Hope and Healing Center & Institute
Job Description	<p>The Philanthropy Officer is a critical member of the Philanthropy Team at HHCI, primarily responsible for executing all grants submissions for the agency. This mid-level role collaborates closely with the Director of Philanthropy to ensure effective stewardship of all annual, major, and foundation donors. Additionally, the role involves providing administrative support through data collection and donor documentation/management to ensure high donor retention rates. The Philanthropy Officer will play a key role in soliciting, cultivating, and stewarding relationships across all giving constituents, creating opportunities for increased engagement, and achieving philanthropic revenue goals >\$3.5M.</p> <p><u>Key Responsibilities</u></p> <p>Grants Management and Execution:</p> <ul style="list-style-type: none"> • 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 to applicable parties promptly 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 grants reports for board of directors and committee meetings. <p>Annual Giving Campaigns:</p> <ul style="list-style-type: none"> • 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 Campaigns to meet revenue goals. • Contact existing and potential donors to secure donations. • Assist with strategy, language, client testimonials, storytelling, and graphic design of direct mail campaigns.

	<p>Donor Stewardship:</p> <ul style="list-style-type: none"> • 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.
Qualifications	<p><u>Job Requirements</u></p> <ul style="list-style-type: none"> • 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
Salary/Hours	Full-Time
City, State, Zip	Houston, TX
Application Method	<p>Apply Here: https://hopeandhealingcenter.org/about-us/careers/</p>
Opening Date	Immediately

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