

<b>Job Title</b>	Manager of Development Operations Full-Time
<b>Employer/ Agency</b>	Houston Area Women’s Center
<b>Job Description</b>	<p>The Manager of Development Operations is a critical leadership role and new position at the Houston Area Women’s Center (HAWC). This position manages the Development Operations arm of the Advancement and Public Strategies team and is responsible for the implementation and coordination of development systems and processes. The Manager of Development Operations implements workflows, operationalizes sector best practices, and cultivates organizational commitment to shared leadership and innovation.</p> <p>This position requires a demonstrated ability to work collaboratively with internal stakeholders including Programs, Compliance, and Finance to achieve key strategic objectives and will ensure all aspects of the department administration, including data management, security, and integrity, are managed, and maintained.</p> <p><b>Data Management</b></p> <ul style="list-style-type: none"> <li>▪ Coordinate data entry and data transfer systems between Raiser’s Edge, online fundraising email platforms, social media platforms, finance and accounting platforms, and volunteer database.</li> <li>▪ Coordinate data translation and sharing with other departments including Programs, Compliance, and Finance.</li> <li>▪ Ensure constituents and gifts are promptly and properly coded.</li> <li>▪ Understand, follow, and communicate policies and procedures for all development database systems including reporting mechanisms, information technology, and data infrastructure to support operations.</li> <li>▪ Support production of regular and ad-hock reports for department and enterprise as well as customized reports for individual team members to ensure proper tracking and management of donors</li> </ul> <p><b>Project Management</b></p> <ul style="list-style-type: none"> <li>▪ Support project management of fundraising campaigns and events including capturing and communicating key decisions and action items.</li> <li>▪ Coordinate the maintenance of fundraising and volunteer dashboards regarding team needs, goals, and progress.</li> <li>▪ Pull and coordinate the management of mailing lists, email lists, prospect segmentation, portfolios.</li> </ul> <p><b>Development</b></p> <ul style="list-style-type: none"> <li>▪ Manage gift acceptance, processing, documenting, recording, reconciliation and tracking including pledge payments and planned gifts.</li> <li>▪ Manage mass digital and print operations communications to donors including tax related letters.</li> <li>▪ Other duties as assigned.</li> </ul>
<b>Qualifications</b>	<p><b>The Requirements We are Seeking:</b></p> <ul style="list-style-type: none"> <li>▪ A Bachelor's degree OR 3 additional years of directly related experience in lieu of education</li> </ul>

	<ul style="list-style-type: none"> <li>▪ A minimum of 3 years of experience using systems to share information between platforms.</li> <li>▪ A minimum of 3 years of experience in project management with multiple project deadlines.</li> <li>▪ Prior non-profit experience preferred.</li> <li>▪ Intermediate proficiency in Microsoft Office (Excel, Word, PowerPoint, Outlook, and Teams).</li> <li>▪ Intermediate proficiency in CRM database data entry, Raiser's Edge preferred.</li> <li>▪ Computer savvy, able to learn new systems and applications quickly.</li> </ul>
<b>Salary/Hours</b>	<p><b>Your Schedule:</b></p> <ul style="list-style-type: none"> <li>▪ Monday- Friday 8:30 a.m. – 5:30 p.m. or 9:00 a.m. – 6:00 p.m.</li> <li>▪ Flexibility to work evenings and weekends as needed.</li> <li>▪ Hybrid position with planned days in office.</li> </ul> <p><b>Local Travel:</b> Up to 25%</p> <p><b>Our Total Compensation Package:</b></p> <ul style="list-style-type: none"> <li>▪ Annual Compensation: \$80,000</li> <li>▪ Pay schedule semi-monthly</li> <li>▪ Medical, Dental, Vision, Life and Disability Insurance Programs</li> <li>▪ Generous Paid time Off- 11 paid holidays per year, 3 personal holidays per year, 15 paid Vacation days per year, approx. 7 hours per month of accrued Sick days</li> <li>▪ 401K the agency matches 125% of employee contributions up to 4% of the annual salary of a full-time employee</li> <li>▪ Employee Assistance Program</li> </ul>
<b>City, State, Zip</b>	Houston, TX
<b>Application Method</b>	Apply Here: <a href="https://www.paycomonline.net/v4/ats/web.php/jobs/ViewJobDetails?job=208460&amp;clientkey=375885033217726F70F9776A0B3CFE54">https://www.paycomonline.net/v4/ats/web.php/jobs/ViewJobDetails?job=208460&amp;clientkey=375885033217726F70F9776A0B3CFE54</a>
<b>Opening Date</b>	Immediately

To post a job opportunity or if your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at [mswjjobs@central.uh.edu](mailto:mswjjobs@central.uh.edu) with the hiring details of your new job opportunity. Thank you.