

Development Assistant St. Dominic Village A Senior Care Community

2401 Holcombe Blvd
Houston, Tx 77021

Summary:

POSITION SUMMARY:

The Development Assistant is responsible for the performance, integrity, and security of the *Network For Good* database.

Responsible for database administration; Develop and execute queries and reports; manage donor acknowledgement process utilizing database software.

Responsible to schedule and design social media and website posts/updates.

The position will also assist the Development Director in the planning, organization and execution of Special Events as well as the development and submittal of Grants. Following the policies and procedures of St. Dominic Village Development office.

POSITION QUALIFICATIONS:

This individual will possess the following:

- Bachelor's degree
- Excellent oral and written communication skills
- At least three (2) years experience in Development/Social Media/Event Planning
- A record of measurable results in organizing and implementing foundation giving, direct mail and special events.
- Experience personally identifying, cultivating and soliciting auction items, individual donors, corporations and foundations.
- Ability to work in an all hands-on deck environment, wear many hats.
- Must be computer literate, knowledge of E-tapestry and InDesign are a PLUS!
- Will need to be comfortable with a camera, to take photos weekly on campus, and be able to assemble photos to a slideshow or video.
- Must demonstrate initiative – be a self starter with job duties

Contact information to send resume.

Vu "Docker" Tran
HR Director

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