

**Development Coordinator  
St. Dominic Village  
A Senior Care Community  
2401 Holcombe Blvd  
Houston, Tx 77021**

**Summary:**

**POSITION SUMMARY:**

Do you want to be part of a dynamic team? St. Dominic Village is a nonprofit senior care community where you have the chance to further increase our fundraising efforts. Your success will expand St. Dominic Village's reach in the community in support of our mission, *Caring for Our Elders with the Compassion of Christ*. Come be part of the team that sets and crushes goals where no two days are the same!

In addition to a competitive salary commensurate with experience, medical, dental and vision insurance and a 403B, we also offer:

- Casual Friday Dress
- Flexible Workday hours

**POSITION QUALIFICATIONS:**

To be considered for this role we are looking for:

- A Bachelor's degree
- At least three (3) years' experience in Development/Event Planning
- Network For Good, Canva and Indesign Experience
- Excellent oral and written communication skills
- A record of measurable results in organizing and implementing such activities as: major gifts, annual gifts, grant writing, corporate and foundation giving, direct mail and special events
- A successful track record of personal identifying, cultivating, and soliciting individual donors, corporations, and foundations
- Team Player
- Attention to detail is a must
- Must demonstrate initiative – this role is for someone who is self-sufficient and self-motivated

Contact information [careers@stdominicvillage.org](mailto:careers@stdominicvillage.org)