



## Development Manager Job Description

Here I Am Orphan Ministries (HIAOM) is seeking an internally-motivated self-starter as a **part-time** Development Manager. This is a new position at HIAOM, and the person will have the opportunity to build the development function. The Development Manager reports to the Executive Director, and will be responsible for increasing, strengthening, and diversifying HIAOM's funding sources to create a long-term and engaged donor and volunteer base throughout Texas.

*HIAOM is a 501(c)3 non-profit organization focused on caring for orphans in our community and around the world through prayer, missions, adoption advocacy, and adoption financial aid. It is our desire that every child know Jesus and experience the love of a Forever Family.*

### **Duties and responsibilities**

- Actively work with the Board of Directors and Executive Director to develop and execute a comprehensive development strategy including personal solicitations, grant writing, corporate sponsorships, and events
- Identify and cultivate relationships with individuals, foundations, corporations, community organizations, and local politicians
- Facilitate meetings and introductions of high-impact supporters with HIAOM's Executive Director
- Work with Executive Director to create budgets for annual events and other development activities
- Oversee the creation of printed materials for use in PR, marketing, and fundraising (direct mail, event invitations, press releases, marketing brochures)
- Create fresh, attractive, targeted website and social media content to increase public awareness and support for the organization
- Connect with churches in Texas and support them with targeted orphan care initiatives
- Coordinate one or more Board of Directors committees such as the Event Planning and Fundraising/Donor Cultivation Committees
- Oversee and manage fundraising database, acknowledgement letters, and donor financial data
- Plan and execute 2-3 Forever Families events per year

### **Qualifications**

- Bachelor's degree or higher
- 2+ years of professional fundraising experience
- Proficiency in MS Office; Adobe design experience is a plus
- Ability to identify, cultivate, solicit, and steward individuals, foundations, and corporations to achieve fundraising goals
- Self-motivated with ability and willingness to work remotely (within 2 hours driving distance from Brenham, Texas preferred).
- Ability to travel as needed to meet with donors in cities throughout Texas
- Experience writing successful grant proposals and running successful fundraising events
- Ability to multi-task and prioritize
- Exceptional people and organizational skills and attention to detail
- Ability to convey the mission of the organization articulately, both verbally and in writing
- Personal relationship with Jesus Christ and Christ-like compassion and commitment to serving
- A passion for children, orphan ministry, foster care, adoption, and advocacy

**To Apply: Please send a cover letter and resume to Brittany Burianek ([brittany@orphanministries.com](mailto:brittany@orphanministries.com)).**