Job Description

Position: Fund Development Manager
Reports to: Director of External Relations
Status: Non-Exempt Full Time (40 hours/week)

Organizational Background & Overview of Role:

Formed in 1995 by nine congregations of Catholic sisters, Merced Housing Texas is a faith-founded non-profit based in San Antonio. Our mission is to create and strengthen healthy communities by providing quality, affordable housing with supportive services for individuals, families and older adults with low incomes. We meet our mission through three core programs – Multifamily Program, Owner-Occupied Repair Program and our Resident and Supportive Services Program. We hold Integrity, Compassion, Service and Collaboration as our core values and use then as a lens through which we make decisions, and is the foundation of how we work with each other and the community.

The Fund Development Manager will work with the Director of External Relations and members of the External Relations team to advance the organization's mission and address social injustice issues related to Housing Stability, Social Determinants of Health, and equitable service delivery. This position will proactively manage the organization's comprehensive Annual Fund development plan. Responsibilities are as follows:

Duties and Responsibilities:

Individual Giving

- Coordinate fundraising initiatives such as The Big Give and End of Year Appeal
- Manage Workplace Giving Campaign efforts: San Antonio Metropolitan Area, State Employees Charitable Campaign and Combined Federal Campaign

Constituent Relationship Management (CRM) Database

- Act as administrator for CRM database, Neon One, to upkeep donor records, create/maintain forms, generate reports, create/maintain automations, manage user profiles and implement other database features as necessary.

Grant Applications & Reporting

- Submit grant applications to corporations, foundations and government donors
- Record grant submissions and schedule grant opportunities in Neon One
- Record grants awarded/not awarded, as necessary
- Send necessary grant award acknowledgements and signed grant agreements to donors
- Ensure grant compliance by meeting with staff and other stakeholders to discuss grant award, requirements and schedule requirements in Neon One, as necessary
- Submit reports to corporation, foundation, government and major donors, as necessary
- Research grant opportunities
- Research data related to housing stability and draft/edit grant narrative as necessary

Cultivation & Stewardship

- Maintain ongoing relationships with constituents to ensure proper cultivation and stewardship
- Draft and mail acknowledgement letters for donations in a timely manner
- Work with Merced staff and other stakeholders to align funding opportunities with the organization's needs and coordinate cultivation/stewardship efforts
- Attend and/or watch community and government meetings to keep up-to-date with housing stability initiatives

- Contribute to Fundraising section of quarterly Mission Impact Report for Merced's Board of Directors meetings
- Maintain the organization's GuideStar, Charity Navigator and other organizational profiles, as necessary

Public Representation of Organization

- Participate in Merced's re-branding committee, as necessary
- Serve as representative of the organization at public events and constituent meetings, as necessary
- Assist in Merced's 30th Anniversary Celebration in 2025, as necessary

Administration

- Participate in monthly budget reconciliation meetings, as necessary
- Assist in managing External Relations intern, as necessary
- Coordinate with other members of the External Relations team, as necessary, on Administration-related projects
- Submit timesheets in a timely manner
- Perform other duties as assigned by the Director of External Relations or the President

Knowledge, Skills and Abilities:

- Bachelor's degree or commensurate experience
- At least 3 years of experience in fundraising
- Experience in Constituent Relationship Management databases – Neon CRM experience preferable but not required (training will be provided)
- Proficient and resourceful research skills
- Self-starter, able to monitor a variety of projects and activities simultaneously;
- Strong written and verbal communications skills; including proficiency in conducting presentations
- Sincere commitment to work collaboratively with all constituent groups, including staff, board members, volunteers, donors, program participants, and other supporters.
- Proficiency in the use of Microsoft Office Suite
- Professional appearance and demeanor
- Respect for private and confidential information
- Strong organizational and time-management skills
- Flexibility, must be easily able to adjust to changing priorities
- Strong interpersonal skills including conflict resolution, consensus building and intuitive listening
- Ability to take initiative and contribute in a collaborative and cross-functional team
- Ability to learn from self-paced online training

Physical Requirements and Other Requirements:

- Occasional lifting/carrying up to 30 pounds; visual acuity, manual dexterity necessary to operate a computer keyboard and basic office equipment
- Working Conditions: Primarily in the Merced Housing Texas office with some telecommuting, Extensive use of computer is required, Mostly sitting, occasional standing bending, walking and lifting
- Must have reliable transportation with a valid Texas Driver's License and current automobile insurance
- Successful completion of background screening

Compensation & Benefits

- Salary $24 - $30 per hour depending on education and experience
- Health insurance for employee
- Simple IRA
- Generous sick, vacation and holiday pay

Merced Housing Texas is an equal-opportunity employer and is committed to a culture that prioritizes and values diversity, equity and inclusion for staff and those we serve.

If interested in this position, please submit resume and writing sample to Sonia Lopez at sonia@mercedhousingtexas.org and Rita Warmbier rita@mercedhousingtexas.org with "Fund Development Manager" in the subject line.