

Job Title	Advancement Manager
Employer/ Agency	Interfaith Ministries for Greater Houston
Job Description	<p>The Advancement Manager – Houston Main, in partnership with the Chief Advancement Officer and Advancement Team, serves as a frontline fundraiser and relationship builder responsible for cultivating philanthropic support and strengthening engagement with diverse faith and community partners across the greater Houston region. Based at IM Houston’s main campus, this role manages a portfolio of approximately 100–150 foundation, corporate, congregational, and individual donors, driving growth in mid- and major-level giving through strategic prospect research, grant writing, stewardship, cultivation, and solicitation in alignment with IM Houston’s mission. The Advancement Manager’s focus is on fundraising for IM Houston’s interfaith relations and community engagement (including Volunteer Houston) work.</p> <p>This position also supports interfaith and community engagement initiatives and coordinates mission-aligned events that elevate visibility and serve IM’s mission. Success in this role requires excellent written and verbal communication, strong relationship management, sound judgment and confidentiality with donor information, and flexibility for periodic evening and weekend engagement to support fundraising and community activities.</p> <p>Key Responsibilities</p> <ul style="list-style-type: none"> • Develop and actively manage a portfolio of 100–150 current and prospective mid- to major-level donors, including foundations, individuals, corporations, and congregational partners. Identify, qualify, cultivate, solicit, and steward each relationship using a donor-centered approach. • Execute the full cycle of philanthropy, including prospect research, cultivation strategy, documentation of all engagement in Raiser’s Edge, grant writing, solicitation, stewardship, and thoughtful movement of donors toward meaningful and mission-aligned gift commitments. Ensure donor intent is honored, and relationships are managed with professionalism, discretion, and care. • Achieve defined annual fundraising goals for IM Houston programs, with an initial performance target of \$500,000 in new or increased philanthropic support in year one, and progressive growth in subsequent years. • Manage logistics for mission-aligned community events related to IM Houston’s interfaith relations and community engagement work. • Engage in ongoing professional development to strengthen fundraising effectiveness, sector knowledge, and community relationships. • Maintain flexibility to support special projects, community engagement, and fundraising activities during evenings, weekends, and holidays as needed. • Perform additional responsibilities as assigned to advance the strategic

	priorities of IM Houston’s Advancement function.
Qualifications	<p>Qualifications, Skills & Experience</p> <ul style="list-style-type: none"> • Bachelor’s degree is required. • 3-5 years minimum of development experience required, including grant writing, event management, donor relations and successful gift solicitation. • Knowledge of the Harris County community and Houston area preferred. • Computer literate in Microsoft Windows, Microsoft Word, Excel, and PowerPoint. • Knowledge of Raiser’s Edge Donor Software or equivalent database software highly desirable. • Excellent verbal and written communication skills. • Experience collaborating with volunteers for the cultivation and solicitation of gifts and event support. • Self-motivation, ability to work independently and meet deadlines. • Able to collaborate with individuals from diverse backgrounds and adapt to change. • Ability to work in a team environment, both in assisting and calling on team members, as necessary. • Strong interpersonal skills with the ability to develop partnerships, foster teamwork and collaborative working relationships. • Ability to work some evenings and weekends, often with little notice. <ul style="list-style-type: none"> • Valid Driver’s license and auto liability insurance as required by law. • Ability to work occasional evenings and weekends and to work over 40 hours/week.
Salary/Hours	Full-Time
City, State, Zip	Houston, TX
Application Method	Apply Here: https://imgh.org/careers/
Opening Date	Immediately

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