



# PROJECT ROW HOUSES

## PROJECT ROW HOUSES (PRH)

**POSITION: Development Associate**

**STATUS: Full-time | Non-Exempt**

The **Development Associate** plans and manages Project Row Houses annual giving program, leads development operations related to the donor database and gift processing, and supports fundraising efforts across the department. This position reports to the Director of Development and collaborates closely with all members of the Development team.

**Project Row Houses** is a community platform that enriches lives through art with an emphasis on cultural identity and its impact on the urban landscape. We engage neighbors, artists, and enterprises in collective creative action to help materialize sustainable opportunities in marginalized communities. Project Row Houses occupies a significant footprint in Houston's Historic Third Ward, one of the city's oldest African-American neighborhoods. The Project Row Houses model for art and social engagement applies not only to Houston, but also to diverse communities around the world.

**HOW TO APPLY:** For confidential consideration, please submit your cover letter and resume to [hr@projectrowhouses.org](mailto:hr@projectrowhouses.org); applications without a cover letter will not be considered. Applicants whose candidacy is being considered will be contacted.

Start date is as early as April 15, 2025; candidates will be considered on a rolling basis.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Manage and assist with planning, developing, and executing Project Row Houses' annual giving projects, programs, and activities to ensure the department meets its goals.
- Design, implementation and growth of all annual direct support campaigns including digital and direct mail strategies. Track and report on outcomes.
- Serve as the primary administrator of the donor database, ensuring accurate and efficient data entry, data integrity, and smooth operation. This includes prospect management and prospect research.

- Oversee the identification, qualification, and cultivation of potential donors through effective prospect management techniques.
- Conduct research on potential donors to identify their interests, giving history, and giving capacity. Stay informed about philanthropic trends and identify new prospects for the organization.
- Generate reports and analyze data to track progress towards fundraising goals. Develop and maintain dashboards to monitor fundraising activity.
- Collaborate with other staff members to ensure that data is being used effectively to support fundraising and programmatic efforts. Provide database training as necessary.
- Support special events related to donor engagement.
- Performs other duties as may be required.

**Minimum Education and Experience:**

- Bachelor's degree in a relevant field or equivalent experience.
- 1-3 years of experience in non-profit fundraising, or a related field that the candidate can demonstrate utilized the skills necessary for this position.
- Advanced experience with Raiser's Edge, Salesforce or similar CRMs.

**Knowledge, Skills, and Abilities:**

- Excellent attention to detail and accuracy in data entry and database management.
- Strong analytical skills with the ability to generate reports and analyze data.
- Knowledge of fundraising strategies, including direct mail and digital fundraising.
- Familiarity with donor recognition best practices and vendor management.
- Exceptional organizational and time management skills to fully execute tasks and meet deadlines.
- Excellent communication and interpersonal skills to collaborate with staff members and engage with donors effectively.
- Ability to maintain confidentiality and handle sensitive donor information with discretion.
- Strong problem-solving skills and the ability to adapt to changing priorities.
- Experience with the Microsoft365 suite including Outlook, Sharepoint, Word, Excel, etc or ability to learn the tool quickly.

**WORKING CONDITIONS: (PHYSICAL DEMANDS, TRAVEL, HOURS, AND ENVIRONMENT)**

- This is a full-time (40 hours), exempt, salaried position, with benefits.

- Characterized as primarily sedentary work requiring exertion up to 10 pounds of force to lift, carry, push or otherwise move objects.
- PRH is currently operating on a hybrid schedule; this position is expected to be in the office at least three days per week.
- Some duties will be performed in a traditional office environment; duties may also be conducted in a variety of traditional and nontraditional community settings.
- Some evening and weekend work will be required.

## **ORGANIZATIONAL RELATIONSHIPS**

DEPARTMENT: Development

REPORTS TO: Director of Development

SUPERVISES (if any): N/A

**PRH** is an equal opportunity employer in all positions, programs and services without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.