



Development Manager

About Pathways for Little Feet

Pathways for Little Feet envisions a world where every child is a permanent member of a loving family. Since 2008, the adoption interest-free loan program has provided financial assistance to help adoptive families overcome the financial barriers associated with the high cost of adoption. The post-adoption care program offers counseling and therapy grants in addition to prayer and resources to help children and families heal from trauma, grief, and loss. In addition, our Farms partnership helps provide holistic care for orphaned and vulnerable children internationally. Pathways for Little Feet is excited to be launching an adoption grant program for adoptive families demonstrating the most significant financial need for adoption costs.

Job Summary

Pathways for Little Feet is seeking a full-time Development Manager to lead our grant writing efforts, assist with event planning, development marketing activities, and other administrative tasks as needed.

The ideal candidate will have a proven ability to foster relationships and collaboration among multiple constituents and vendors to help us raise money. In addition, they will be committed to working in a dynamic environment and handling numerous tasks. This position is an opportunity to be hands-on, build relationships, learn various skills, and help Pathways for Little Feet meet the needs of adoptive families.

Job Responsibilities

The Development Manager reports to the Executive Director and is responsible for the following:

- Grant-writing, including tracking where we are in the grant cycle, fulfilling requests for grant requirements, updating grant review and impact reports, researching new grant opportunities
- Assisting with event planning for annual events, logistics, coordinating with vendors and guests, etc.
- Creating content for Development marketing initiatives such as social media, emails via Constant Contact, events, and campaigns
- Assistance with administrative tasks as needed.
- Utilize donor relationship management software tool for assisting development, as well as tracking purposes
- Building and maintaining strategic relationships with foundations, donors, board members, vendors, and other constituents
- Some travel for adoption/orphan care conferences and trade shows, assistance with logistics and travel arrangements
- Administrative tasks as assigned

Qualifications

- Bachelor's degree
- Detail-oriented, creative, organized
- Strong written proficiency and interpersonal communication skills
- Proficiency in Microsoft Office Suite and Google Docs
- A track record of developing and maintaining strong working relationships
- Capable of managing multiple projects and work with perseverance and determination to the best of your ability

Personal Attributes

- Strong spiritual maturity as evidenced by an outward growing relationship with Jesus Christ and active involvement in a local Christian church
- Willingness to sign Pathways' Statement of Beliefs
- Self-motivated, ability to change gears as needed, with an eagerness and willingness to learn
- Teachable attitude, compassion, loyal, discerning and patient in working with others
- Leadership style, which fosters integrity, respect, trust, confidence, and humility

Helpful but not required to apply for this position

- Knowledge of working in a nonprofit environment
- Experience with Customer Relationship Management (CRM)
- Graphic design
- Knowledge of the adoption process, orphan care, or foster care communities

What Else You Should Know

This position is full-time and based in Houston, Texas, and requires minimal travel

The salary is based on experience. Benefits include medical and dental coverage and 16 days of paid time off.

How to Apply

Please send a cover letter and resume to Mindy LeBlanc, Executive Director, at mleblanc@pathwaysforlittlefeet.org