

## **JOB ANNOUNCEMENT**

### **Public Support Officer, Houston, TX**

By providing holistic legal services and engaging in national public policy advocacy, the Tahirih Justice Center (Tahirih) works to promote access to justice in the United States for immigrant women and girls who are fleeing violence. Tahirih is a Bahá'í-inspired nonprofit organization that offers pro bono representation to women and girls seeking protection from such gender-based human rights abuses as domestic violence, sexual assault, human trafficking, female genital mutilation, honor crimes, and forced marriage. Winner of the 2007 Washington Post Award for Excellence in Nonprofit Management, Tahirih has a staff of 28 with offices in Falls Church, VA; Houston, TX; and Baltimore, MD.

Position Summary: Due to continued growth, the Tahirih Justice Center is seeking a Public Support Officer to work in the greater Houston area. The individual will be responsible for outreach and cultivation of corporate and individual major donors, as well as organizing all aspects of cultivation events. The position will report to the Director of Development (who is in the Virginia office) and be a vital part of the Development Department.

#### **Primary Responsibilities:**

##### Corporate Outreach

- Implement established giving programs to engage existing donors;
- Qualify, contact, and engage potential new corporate donors;
- Track and manage the prospective corporate donor pool to develop reports and monitor program results as well as coordinate individual meetings, as appropriate;
- Attend local business meetings and networking opportunities to establish and develop contacts in the community;
- Prepare, coordinate, and track all corporate solicitation and outreach fundraising activities in Houston.

##### Major Donor Outreach

- Implement programs to identify prospective individual major gift donors;
- Devise and execute plans to qualify, contact, and cultivate current and potential new major donors;
- Track and manage the prospective donor pool to develop reports and monitor program results as well as coordinate individual meetings, as appropriate;
- Attend local non-profit and fundraising events to establish and develop contacts in the community.

##### Event Planning

- Plan and execute the organization's first local benefit;
- Organize cultivation events .

##### Other Responsibilities

- Provide bi-monthly submission of information for Executive Director's report to the Board.

**The ideal candidate will have the following qualifications:**

- Three to five years' professional experience in major gift solicitation or sales
- Minimum three years experience in a development department
- Excellent writing skills for a variety of audience types
- Excellent story teller
- Strong customer focus, follow through and organizational skills
- Outgoing personality and ability to network with others
- Ability to multi-task in a fast-paced environment
- Ability to think creatively and provide results-oriented suggestions and plans to Director of Development and Executive Director
- A sense of humor

Candidates applying must have work authorization in the United States.

**Annual salary and benefits:** Salary depends on experience. Generous benefits including: 15 days of paid accrued vacation during the first year (20 days of vacation after the first year), additional week of vacation between Christmas and New Years, flex-spending account, sick and parental leave, fully-paid health and dental insurance coverage, 403(b) plan, in-house training programs, staff enrichment retreats and other professional development opportunities.

**Submissions:** Please email a cover letter, resume, and a list of 3 references to:

Tahirih Justice Center  
Attention: Director of Development  
6402 Arlington Blvd, Suite 300  
Falls Church, VA 22042  
[justice@tahirih.org](mailto:justice@tahirih.org)

The Tahirih Justice Center is an equal opportunity and affirmative action employer which does not discriminate on the basis of race, national origin, religion, age, color, sex, sexual orientation, disability or veteran's status, or any other characteristic protected by local, state or federal laws, rules or regulations. Tahirih's policy applies to all terms and conditions of employment. Men and minority candidates are particularly encouraged to apply.