



2929 McKinney Street, Houston, TX 77003	
888.737.3112	combinedarms.us

DEVELOPMENT COORDINATOR

MISSION: Combined Arms delivers innovative technology solutions that optimize connection to resources and drive network-wide efficiencies, ultimately improving the quality of life for veterans and military families.

VALUES: Resilience | Innovation | Integrity | Inclusivity | Service

REPORTS TO: Chief Development Officer

About Combined Arms

Founded by veterans for veterans in Houston, TX, Combined Arms (CAX) delivers innovative technology solutions that improve quality of life for veterans & military families. CAX streamlines the connection between service members, veterans, and their families and the organizations that serve them. Through our technology platform, clients find needed resources and connect quickly and directly to service providers to get assistance to thrive professionally and personally. To date, we've served more than 55,000 veterans and military-connected individuals, connecting them to over 1,000 social services and resources provided by our growing network of 220+ vetted Member Organizations. To learn more, visit www.combinedarms.us.

Position Summary

Named a 2022 Houston Business Journal Best Places To Work Awards finalist, Combined Arms is seeking a self-starting and detail-oriented development coordinator to assist and/or lead various functions of the fundraising and development department. The ideal candidate will have at least two (2) years of experience with strong skills in fundraising strategy, development operations, communications, donor engagement, and stakeholder management. Applicable sales or account management experience will be considered. The candidate will have excellent communication and writing skills, impeccable attention to detail, and the ability to prioritize multiple tasks and meet deadlines. They must also have a strong affinity for Combined Arms' mission and a growth mindset. This role will report directly to the Chief Development Officer and will be located in our Houston, TX office. Arrangements for alternate locations or remote work may be made for the right candidate.

Key Responsibilities & Duties

- Help secure funding across all revenue sources, including foundations, corporations, and individuals;
- Support prospect research on individuals, corporations, foundations, and organizations that are plausible fits for CAX as potential donors;
- Support the development of fundraising proposals and reports. This may include drafting narratives; compiling project data, financial information, and budgets; liaising with CAX's finance team on budget approvals; and tracking project progress;

- Oversee donation processing and prepare acknowledgement letters and other correspondence;
- Database administration including the creation of monthly fundraising reports and dashboards and maintenance of donor records;
- As a front-line fundraiser, the coordinator will respond to community requests for support in their 3rd party fundraising efforts. This may include leading tours of CAX's Transition Center, attending check presentations, and providing event-related assistance to interested donors.
- Represent Combined Arms at events as required;
- Other duties as assigned

Qualifications, Skills, and Attributes

- Bachelor's Degree or equivalent work experience required;
- Two (2) or more years' experience in a professional office environment, nonprofit, event/hospitality management, previous fundraising/development experience preferred;
- Prior experience providing administrative, logistical, or customer support for an organization (with adequate technical proficiency both online and in-person)
- Detail-oriented. The development coordinator must be committed to excellence, even in the small things. They should seek to detect errors in their own work and obsessively pursue improvement in everything they do;
- Self-starter. The development coordinator should be ready and willing to operate independently without detailed instructions. They should be able to prioritize their work on their own based on their given responsibilities and the intent of the Chief Development Officer;
- Superb written communication skills. This is crucial for this position. The development coordinator will be expected to produce high quality written material on a daily basis, including but not limited to:
 - Formal email correspondence;
 - Grant applications;
 - Marketing copy;
 - Event invitations;
- Analytical. Research is a key task in identifying and pursuing fundraising opportunities. The development coordinator should be prepared to conduct detailed research on:
 - Funding Sources
 - Grants and grant-giving institutions;
 - High net-worth individuals;
 - Corporations and corporate social responsibility programs;
 - Market
 - Veteran trends and issues;
 - Major partnerships and coalitions in the space;
 - Relevant government and political activity;
 - Competitors;
 - Internal
 - Existing donor data;
 - Programmatic activity and historical data;
- Persuasive. The development coordinator will be expected to create, manage and build relationships. They should be able to effectively represent Combined Arms in person, in written correspondence, and in public.

LOCATION: Houston, TX with ability to travel up to 25%.

COMPENSATION: \$55,000-\$60,000/year plus benefits

BENEFITS INCLUDE THE FOLLOWING:

- 401K with 3% Match
- 100% healthcare coverage for employee and 50% family coverage; 100% life, disability, vision, and dental coverage for employee
- Corporate Credit Card
- Company Laptop (If requested)

Combined Arms is an equal opportunity employer and makes employment decisions on the basis of merit. We want to have the best available person in every job. CAX policy prohibits unlawful discrimination based on race, color, creed, gender, religion, marital status, registered domestic partner status, age, national origin or ancestry, physical or mental disability, medical condition including genetic characteristics, sexual orientation, or any other consideration made unlawful by federal, state, or local laws. It also prohibits unlawful discrimination based on the perception that anyone has any of those characteristics, or is associated with a person who has or is perceived as having any of those characteristics. All such discrimination is unlawful and will not be tolerated.