

Job Title	Chief Development Officer
Employer/ Agency	Collaborative for Children
Job Description	<p>You will be responsible for the coordination and implementation for all fundraising efforts, including unrestricted gifts and program support from individuals, foundations, corporate support and fundraising events.</p> <p>When you join the team, some of the essential work and responsibilities you will manage and handle will include:</p> <p><i>Identify, cultivate, solicit and steward CC's donor base</i></p> <ul style="list-style-type: none"> ▪ Serve as thought partner with CEO to provide strategic input and devise fund development implementation plans to achieve strategic goals. ▪ Work with the President/CEO and volunteers to expand CC's base of individual, corporate and foundation supporters through CC's appeals, including individuals, events (individuals and corporations) and general operating and program support (all sources). ▪ Conduct donor research and rate donors based on giving history, capacity, and contacts on CC board. ▪ Develop and manage customized cultivation plans for major donor prospects from all sources. ▪ Ensure that development strategies align with the Theory of Change. <p><i>Fund Development Goal, Plan and Process to Monitor Implementation</i></p> <ul style="list-style-type: none"> ▪ Work with CEO, Fund Development Chair and Board to set short and long-term fundraising goals that are challenging yet attainable. ▪ Develop a multi-year Fund Development Plan, creating a timeline and action steps to implement the plan, inclusive of financial goals for both unrestricted and program-specific funding based on current needs and future growth, as well as goals for individual donors, new prospects and major gifts, along with foundation and corporate support based on interdepartmental and strategic needs. ▪ Serve as liaison to the Strategic Development committee of the Board of Directors and inform the committee of Development updates as requested by the CEO. <p><i>Donor Relations</i></p> <ul style="list-style-type: none"> ▪ Supervise staff to ensure that the Raiser's Edge NXT database system is updated regularly to include all contacts and gifts from donors. ▪ Engage staff in providing program stories that capture the impact of CC's program on young children and families and share with key donors. <p><i>Staff and Budget Supervision</i></p> <ul style="list-style-type: none"> ▪ Supervise fund development staff, including individual goal setting, performance appraisals and provide regular feedback on performance. ▪ Identify staff development gaps and support professional learning opportunities for development staff. ▪ Establish, evaluate, and monitor revenue/expense budget on a monthly basis to ensure budget targets are achieved ▪ Collaborate with CFO to ensure that tracking mechanisms are in place related to regular tracking of fund development budgets and grant related

	<ul style="list-style-type: none"> ▪ expenditures ▪ Functionally integrate technology and creative workflow processes with Development. ▪ Ensure that core values are monitored and emphasized in daily tasks.
<p>Qualifications</p>	<p>THE MUST HAVES:</p> <ul style="list-style-type: none"> ▪ Bachelor’s Degree required, CFRE a plus ▪ Minimum five years of progressively more responsible positions in nonprofit fundraising ▪ Proven track record in a successful fund development program, with an emphasis on individual giving, foundation and corporate fund raising, special events and major gift solicitation ▪ Demonstrated ability to recruit, retain and support volunteers involved in fund development program ▪ Knowledge and understanding of planned giving, endowment and capital campaigns ▪ Excellent oral and written communication skills ▪ Excellent public speaking skills ▪ Ability to work with a diverse group of people ▪ Effective interpersonal and management skills, including diplomacy and influencing skills ▪ Consensus building skills ▪ Knowledge of basic principles of finance, accounting, and budgeting ▪ Strong organizational, project management and record keeping skills ▪ Ability to accommodate flexible work schedule ▪ Capable of handling multiple tasks and priorities ▪ Bilingual fluency in English and Spanish (or other language) an asset ▪ Intermediate proficiency with Microsoft Office software (Word, Excel, and PowerPoint) ▪ Intermediate proficiency with fundraising software (Raiser’s Edge NXT database preferred) ▪ Email/communications/scheduling software (Outlook) experience. ▪ Experience utilizing virtual platforms such as ZOOM, TEAMS, etc., a plus ▪ Must be able to work a 40 hour, Monday – Friday schedule ▪ Schedule flexibility to accommodate occasional weekday evening hours and weekend hours ▪ Must have reliable, personal transportation because this position requires driving to different locations throughout the greater Houston area ▪ A valid Texas Driver’s License, and current vehicle insurance coverage

	<ul style="list-style-type: none"> ▪ Adherence to Collaborative for Children’s Core Values and Core Competencies <ul style="list-style-type: none"> ○ We relentlessly pursue <i>excellence</i>. <u>Core competency</u>: Continuous improvement ○ We respect and promote <i>diverse</i> points of view. <u>Core competency</u>: Interpersonal relations ○ We <i>innovate</i> boldly, fearlessly, and courageously. <u>Core competency</u>: Problem-solving ○ We celebrate <i>transparency</i>. <u>Core competency</u>: Effective communication
Salary/Hours	Full-Time
City, State, Zip	Houston, TX
Application Method	Apply Here: https://tinyurl.com/m7aj3f72
Opening Date	Immediately

To post a job opportunity or if your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at mswjobs@central.uh.edu with the hiring details of your new job opportunity. Thank you.

