

Job Title	Chief Development Officer
Employer/ Agency	Wesley Community Center
Job Description	<p>The Chief Development Officer (CDO) will help bring Wesley Community Center, a high quality, mission-focused, community-based non-profit to a new level of community service through enhanced fund development and donor relations. The CDO is responsible for the creation, expansion, implementation and stewardship of fund development strategies for Wesley Community Center in its efforts to achieve its annual fundraising goals. The CDO will work closely with the CEO and Board on all donor relations and fundraising activities. The CDO will be an active development professional able to cultivate and maintain positive and productive senior-level relationships with a variety of donors including individuals, corporates, foundations, and other partner organizations. The CDO will develop short and long-term fundraising strategies and will evaluate existing and new methods of donor solicitation, cultivation and communication recognition to ensure that current and prospective donors are informed and connected to the organization's mission, programs and accomplishments.</p> <p>Leading and Managing</p> <ul style="list-style-type: none"> • Oversee and implement all resource development efforts in conjunction with the CEO. • Manage the operations of the fund development department. Lead, plan and coordinate the work of the fund development staff including supervision and evaluation, training and team building. Work to build culture of communication and excellence. • Manage the Development Committee of the Board and all strategies and goals set in conjunction with the committee, providing monthly progress reports to the Board of Directors. <p>Fund-Raising Activities</p> <ul style="list-style-type: none"> • Work closely with the CEO to create and oversee a major gifts program including identification, cultivation and solicitation of major donors. Oversee prospect research. • Develop and implement a strategy to maintain positive, regular communication with existing donors, partners and volunteers to nurture and grow supportive relationships. • Plan and implement successful fundraising special events. • Direct the annual end of year appeals program. • Develop and execute plans to attract new donors. • Oversee grant writing, including for government and non-government grants; review and track grant status reports; maintain a grants schedule and calendar. • Build and enhance donor relationships and fundraising opportunities through new and emerging technologies and electronic communication strategies. • Research funding opportunities and grant application guidelines. • Maintain donor and gift information in the Raiser's Edge database; run regular donation reports including monthly reconciliation with the accounting department <p>Outreach</p> <ul style="list-style-type: none"> • Actively develop outreach opportunities to promote the organization within the community including churches, civic organizations, corporations, and community partners.

	<ul style="list-style-type: none"> • Represent the agency in the community at speaking engagements, events, and fairs as needed • Oversee the writing, editing, and graphic design of promotional materials, electronic and paper newsletters, donor appeals, annual report, website and social media platforms.
Qualifications	<p>The successful candidate will possess the following characteristics:</p> <ul style="list-style-type: none"> • A passion for the mission of Wesley Community Center. • A fund-raising leader with recognized skills and a track record of success. • Has earned a bachelor's degree in marketing, business administration, or related field; a master's degree in marketing or business preferred. • Understanding of non-profit fundraising, marketing, and development with 5-7 years of relevant experience. • A collaborative personality with the ability to lead teams of staff and volunteers. • The ability to inspire potential donors with the mission and work of Wesley Community Center. • Capacity to set priorities and achieve goals, individually and for team. • Strong organizational skills with experience in donor cultivation, event planning and grant writing. • Highly articulate and communicates with passion, energy, intensity and enthusiasm. • Excellent communication and presentation skills. Can articulate the organization's mission in a clear and compelling manner. • Strong computer skills and experience in Raiser's Edge • Ability to interact with people of all ages and cultural backgrounds. • Ability to work independently and as part of a team and to work flexible hours.
Salary/Hours	DOE
Employer/Agency	Wesley Community Center
Address	1410 Lee St.
City, State, Zip	Houston, TX, 77009
Contact Person	Crystal Dozal
Contact Title	Community and Personnel Generalist
Telephone Number	(713) 821-8907
Email Address	cdozal@wesleyhousehouston.org
Application Method	e-mail
Opening Date	11/09/2018