

## **The Center for Pursuit Chief Development Officer**

The Center for Pursuit seeks an innovative and dynamic Chief Development Officer to set the strategic direction, provide day-to-day oversight, and manage all fundraising operations. This position develops and implements long-term and annual fundraising plans that include major gifts, grant solicitations, in-kind resources, special events, annual campaign, planned giving and community partner events. The CDO supervises the development department and works closely with the President and CEO, Senior Executives, as well as The Board in all fundraising activities.

### **About The Center:**

The Center for Pursuit, (aka The Center) promotes the pursuit of choice, growth, and independence for adults with intellectual and developmental disabilities (I/DD). We offer a broad range of residential, vocational, and day services to support our clients and the greater Houston community. The Center plays a leadership role in the provision of services to adults with disabilities through quality programs driven by the needs of its clients, their families, and the community. The Center's vision is to transform the lives of individuals with intellectual and developmental disabilities and be the premier provider of person-centered services to the I/DD community in Houston and beyond.

**Reporting structure:** This position reports to the President and Chief Executive Officer and is responsible for the direct supervision of the development department.

**Position type:** Full-time. Specific hours will vary based on business needs. Evening and weekend work will be required as job duties demand.

### **Qualifications:**

- Minimum seven years of experience in developing and implementing fundraising strategies resulting in major gifts.
- Minimum three years of supervisory experience in fundraising.
- Results driven fundraiser with a measurable track record in raising multiple major gifts, preferably in capital, health, education, or workforce development – with results also in general operating/unrestricted, endowment, and special projects.
- Preferred experience securing major gifts from Texas foundations, especially private foundations in the Greater Houston Area.
- Experience managing priorities effectively in a deadline intense and dynamic environment; handle multiple priorities while maintaining the highest value of work product.
- Collaborative skills to garner the trust and confidence of staff, volunteers, donors and the Board of Governors.
- Exceptional writing and communication skills.
- Experience with CRM platforms, including Raiser's Edge.
- Bachelor's degree required.

### **Responsibilities:**

- Develop, implement, and collaborate on the strategic direction and annual fundraising plan for individual donors, corporations, foundations, and event fundraising that increases unrestricted funding for operational sustainability.
- Be open to both traditional and new fundraising methods and sources, staying current

ontrends and technology in development and philanthropy.

- Formulate, achieve, and surpass short and long-term goals for annual organizational fundraising through a solid and creative development plan.
- Develop and implement fundraising strategies to diversify funder base and engage new donors and volunteer leaders.
- Cultivate relationships with local foundation leadership and develop major fundraising grant proposals.
- Develop and maintain a budget. Communicate actual and expected variances monthly to the President and CEO of The Center for Pursuit and The Board.
- Establish performance measures, monitor results, and help Center Leadership to evaluate the effectiveness of the organization's fund development program.
- Prioritize opportunities to attract, retain and motivate donors and fundraising volunteers.
- Serve as lead staff for the development, promotion, and execution of all special events.
- Develop a budget for each special event with a plan to meet the agreed upon minimum ROI.
- Develop and enhance community partnerships between The Center for Pursuit and the Greater Houston philanthropic, I/DD and Greater East End communities.
- Manage the frontline fundraising team to successfully meet established goals, including major gifts, planned gifts, special events, and annual giving.
- Partner with Chief Financial Officer to ensure collaboration of fund development plans, annual budgets, and progress towards achieving fund development goals.
- Develop an environment that motivates staff and provides regular and ongoing opportunities for all staff to communicate, give feedback, and develop knowledge on program operations.
- Develop an environment that enhances teamwork between you and the Executive team of The Center for Pursuit.
- Evaluate the development department structure and team plan for continual improvement of the efficiency and effectiveness of the group as well as provides individuals with professional and personal growth with emphasis on opportunities, when possible.
- Performs other duties assigned to execute The Center for Pursuit's mission.

To apply, please visit: <https://thecenterforpursuit.org/about-us/who-we-are/careers-at-the-center/>.