

Wesley Community Center Job Description

Position title: Chief Development Officer

Reporting to: Chief Executive Officer

Supervises: Outreach Coordinator; Grant Writer; and Church Liaison

Background on Wesley Community Center

Wesley Community Center, launched in 1904, provides holistic services, including childcare, youth development, food distribution, case management, job training, financial coaching and senior meals and activities, to residents of Houston's Near Northside and beyond. In 2010, Wesley opened the first Financial Opportunity Center in Houston, which now serves over 500 clients per year with financial stability services. Wesley is instrumental in helping neighbors recover when disaster strikes and played a major role in helping Near Northside residents recovery from Hurricane Harvey in 2017.

Position Summary

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 reports directly to the President and CEO and is a critical part of the Senior Team (which includes the Chief Financial Officer, the Chief Program Officer and the Director of Operations). 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.

The Role of the CDO

Leading and Managing

- 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.

Fund-Raising Activities

- 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

Outreach

- Actively develop outreach opportunities to promote the organization within the community including churches, civic organizations, corporations, and community partners.
- 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.

Candidate Profile

The successful candidate will possess the following characteristics:

- 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.

Other Information

Physical Demands

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to sit; use hands to finger, handle, or feel and reach with hands and arms. The employee is occasionally required to stand; walk; climb or balance and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, depth perception and ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.