

HELP GIVE HOUSTON’S YOUNGEST CHILDREN A BETTER CHANCE FOR EDUCATIONAL ACHIEVEMENT.

WORK AT COLLABORATIVE.

Open Position: Chief Development Officer

LOCATION: HOUSTON, TEXAS

HYBRID POSITION

THE CHALLENGE AND THE OPPORTUNITY:

It is clear from the research that when children enter kindergarten ready to learn and possess requisite socio-emotional and cognitive skills, they are more likely to be successful in their academic careers and beyond. Strong early childhood education matters.

To make our mission a reality, Collaborative for Children (CC) seeks candidates who have demonstrated breadth across all giving aspects and funding vehicles. Foundational to the success of this position is developing annual gifts, and planned gifts to ensure the necessary resources to fund the mission of Collaborative for Children.

THE POSITION:

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.

When you join the team, some of the essential work and responsibilities you will manage and handle will include:

Identify, cultivate, solicit and steward CC’s donor base

- 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.

Fund Development Goal, Plan and Process to Monitor Implementation

- 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.

Donor Relations

- 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.

Staff and Budget Supervision

- 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 expenditures
- Functionally integrate technology and creative workflow processes with Development.
- Ensure that core values are monitored and emphasized in daily tasks.

We embrace diversity in backgrounds, talents, experiences, interests, and ideas. Attributes that resonate in our most successful employees include: passion for our mission, drive for results, high level of organization and detail orientation, resilience and authenticity. Other traits, knowledge, skills, and abilities needed and desired for our position include:

THE MUST HAVES:

- 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
- 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
- Adherence to Collaborative for Children's Core Values and Core Competencies
 - We relentlessly pursue **excellence**. Core competency: Continuous improvement
 - We respect and promote **diverse** points of view. Core competency: Interpersonal relations
 - We **innovate** boldly, fearlessly, and courageously. Core competency: Problem-solving
 - We celebrate **transparency**. Core competency: Effective communication

THE NICE TO HAVES:

- Bilingual fluency in English and Spanish (or other language) an asset

THE PERKS:

- Compensation: This is a Salaried, Exempt, Full-Time position. Annualized salary range is \$100,000 - \$125,000, dependent upon experience. Paid bi-weekly on Fridays.
- Annual Merit Adjustments: Increase to base pay is based on your prior year's performance.
- Mileage reimbursement: Monthly reimbursement at IRS rate is available for eligible business travel as this position requires in-person visits to establish and cultivate relationships with funders, Board and community events, Centers of Excellence, etc.
- Work hours: Flexible scheduling. Some remote work at home.
- Annual Merit Adjustments: Increase to base pay is based on your prior year's performance.
- Health and Supplemental Insurance: HDHP medical option that includes \$1400/year employer-paid contribution to a Health Savings Account (HSA), prorated based on hire date. Also, a lower deductible PPO medical option. Other insurance benefits options: Dental, Vision, Voluntary Life/AD&D, Accident, Critical Illness, AFLAC Cancer, AAA, Pet insurance. Employer-paid STD, LTD, Basic Life/AD&D insurance. Eligible first of month after hire.
- Retirement Plan: 1:1 employer matching contribution up to 6%. Eligible for employer match after 90-days from start date.
- Generous paid leave time: (Personal Time, Vacation and holidays)
- Section 125 Flexible Spending Account (FSA): Dependent Care expenses
- Professional Development: Collaborative values high levels of performance and service over time. We invest in developing our people and nurturing their career trajectory success through coaching and ongoing skills and leadership development.
- Our Culture: mission-driven, family-friendly, inclusive, collaborative, fun

How to Apply for this position:

If you are interested in applying for this position, to be considered, you must go to our website at www.collabforchildren.org. Click on Careers and then click on the Chief Development Officer job title. The link will direct you to complete the online application and a to sign the acknowledgement. Please also upload a resume.

When you work at Collaborative you can make a difference every day. All of our staff play critical roles in executing our mission.

OUR COMMITMENT TO DIVERSITY MAKES US STRONGER

Collaborative for Children is an Equal Opportunity Employer and supports a drug-free/smoke-free work environment. We do not discriminate against any employee or applicant on the basis of race, color, ethnicity, religion, gender, sexual orientation, gender expression, national origin, disability, age, marital status, military status, or any other protected class as set forth under applicable state, local and federal civil rights laws.