



HEALTHY FUTURES OF TEXAS

Chief Development Officer Job Description

Position: Chief Development Officer

Reports to: CEO and to Board of Directors Development Committee

Position Type: Full-time

Compensation: \$120 -150,000 annual salary, depending on experience, plus a competitive benefits package

Supervises: Development Director. Both the Chief Development Officer and Development Director are supported by the Development Associate.

Location: Position based in Dallas, but will have monthly travel to Austin and San Antonio

Works closely with: Director of Marketing and CEO

Location/Geographic Responsibility: The position will have Texas statewide responsibility and will be based in Dallas.

Background: Effective August 1, The Texas Campaign to Prevent Teen Pregnancy (statewide), Ntarupt | North Texas Alliance to Reduce Unintended Pregnancy in Teens (Dallas), and HEALTHY FUTURES OF TEXAS (San Antonio) are merging to improve the well-being of young Texans through equitable access to sexual health education and resources.

Under the newly formed organization, with an overall 6.5-million-dollar budget, the Chief Development Officer will be responsible for securing the non-federal/state revenue portion of the annual budget, which is approximately \$3+ million per year.

Overview: The Chief Development Officer (CDO) will ensure that Healthy Futures of Texas has the financial resources to deliver on its mission. Currently raising \$3M in philanthropy, this position is responsible for designing and implementing an integrated regional and statewide fundraising strategy encompassing annual giving including direct response and major gifts (annual gifts of \$10K+), foundation and corporate donations, event sponsorship, and government grants. The position will ensure a successful donor cycle from identification, cultivation, solicitation and stewardship through foundation grant development and management, donor database management; donor communication and tracking of in-kind donations. (The candidate should have familiarity with the landscape of both state and national donors interested in funding in the adolescent reproductive health field.)

This position will work with colleagues across the organization to ensure that fundraising targets are met, that grant, and contractual obligations are adhered to, and that community relationships remain strong. The CDO will often be the face of the organization in North Texas and will meet with donors, partners, and civic leadership. The CDO provides support to the President/CEO, and supervision of the development team consisting of the Development Director and the Development Assistant. The CDO will work with the Board and have responsibility for managing the calendar of donor engagement, fundraising events, and digital appeals.

Deliverables: Overall goal is to raise \$ 3 million, annually, in non-federal or state revenue for the overall support of the organization.

Roles and Responsibilities:

Major Gift Management and Donor Development:

- Manage, plan and lead execution of campaign to maintain and expand individual donors across the state with support from the development team.
- Research corporate, foundation, and individual prospective donors.
- Monitor trends in the community and adapt fundraising strategies as necessary.
- Support the CEO and Board with briefing materials on prospective donors, facilitate meetings, manage next steps and donor management system for Development team, CEO and Board meetings.

Donor Relations:

- Develop and implement a year-long stewardship calendar that coordinates with fundraising and special events, providing tailored and personalized stewardship opportunities to top donors, sustaining donors, and prospective donors.
- Cultivate non-traditional donors and community members.
- Incorporate donor comments and feedback into work and share with the CEO.
- Implement all fund development plans in accordance with ethical fundraising principles.

Grant and Proposal Management:

- Supervise the maintenance of a grant-management system.
- Ensure that all deadlines and requirements are met for foundation and government grants.
- Review, with CEO, Development Director, and program staff as appropriate, "requests for proposals" and opportunities for grant funding in alignment with the overall strategic plan of the organization.
- Work with the CEO, Development Director, and the program staff to develop and submit grant proposals.
- Oversee prospecting research.
- Coordinate, supervise and/or prepare grant applications and reports, including collection of information needed for the application or report, edit final drafts, prepare budgets with CFO and financial team, and work with Project Managers to submit all necessary information.

Individual Fundraising and Communications:

- With Director of Marketing and CEO, develop and ensure implementation of the year-long communications calendar that coordinates development related email, social media, and event communications to support events, digital and mail campaigns.
- Coordinate the writing, design, preparation, production and distribution of annual reports, fundraising brochures, publications, and collateral materials.

Database and Dashboard Management:

- With input of CEO and Development team, select/maintain donor development database, manage integration of donors from three founding organizations into the selected system and supervise data entry, track funding, report and list outputs, insure accuracy of all data, and generate board reports.

- Supervise list segmentation queries and prepare final mailing lists for special events, annual appeals and email campaigns.
- Ensure regular analysis of fundraising campaign results and donor giving patterns to help determine effective fundraising plans.
- Work with CFOO and financial team to ensure receipts and tracking of funds are accurate.
- Supervise gift processing and acknowledgement, gift accounting, reporting and stewardship.

Special Events Management:

- Work in partnership with Marketing to plan and execute fundraising events, in order to generate revenue for the organization, create awareness of its work and impact, and identify new potential major donors.
- Renew and identify new sponsorship opportunities to support film contest annual fundraiser, and grow statewide.
- Supervise/manage all event details with marketing and other staff— from start to finish – including, but not limited to: budget, sponsorship, ticketing & sales, site logistics, guest management, staffing & volunteer recruitment, catering, AV/lighting, pre event marketing, event collateral (i.e. invites, signage), day-of event program (i.e. special guests, emcee), pre- & post event functions, post-event communications, and event-related reporting.
- Develop event-planning timelines and agendas with staff team and event chairs.
- With Director of Marketing and Development team, manage physical components of marketing & promotion, mail save-the-dates and invitations, press releases, and all event collateral.

Other Duties:

- Build relationships with community stakeholders to advance the mission and fundraising goals.
- Be familiar with and become fluent in adolescent reproductive health education and health care issues.
- Represent Healthy Futures of Texas in the community at meetings with current and potential donors as well as external events.

Qualifications and Experience:

- Bachelor's degree in a relevant field, Master's degree preferred. Experience accepted in lieu of formal education.
- Certified Fundraising Executive (CFRE) preferred.
- Must have 5-7 years of experience in successful fundraising through discovery, cultivation, solicitation, and stewardship of gifts from funders including individual, corporate, government, church, community partners, civic entities and foundations.
- Must have established relationships and/or ability to develop such relationships with local and regional and statewide donors.
- Must have hands-on experience managing staff.
- Must share passion for the mission and vision of Healthy Futures of Texas
- Must have strong written and oral communication skills.
- Must be proficient in the use of donor relationship software as well as Windows and MacOS environments, Microsoft Office Suite, Google Suite, Adobe, social media channels, donor and contact management databases, graphic design software, and other software programs commonly used in the nonprofit industry.

Expected Hours of Work

This is a full-time position that may require evening and weekend work in addition to the expected work hours of 8:30 am to 5pm.

Travel

Local and out-of-town travel is required.

Application Instructions

Qualified candidates should send a customized cover letter and resume to Sandy@txcampaign.org

The position will remain open until filled.

Healthy Futures of Texas is committed to actualizing a world, as much as it is in our power to affect, where race and/or other systems that place the value of a human life, people group, or culture within are not determinants for human rights and/or flourishing. We are committed to reflecting this belief in our work towards an equitable world by centralizing and submitting to the imagination, organization, and administration of ideas and strategies of the marginalized, oppressed, and silenced.

Healthy Futures of Texas does not and will not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, veteran status, sexual orientation, or military status, in any of its activities or operations. These activities include, but are not limited to hiring and firing of staff, selection of volunteers and vendors, and provision of services. We are committed to providing an inclusive and welcoming environment for all members of our staff, clients, volunteers, subcontractors, vendors, and clients.