



COMMUNITY HOMES FOR ADULTS, INC.

## **JOB DESCRIPTION**

**TITLE:** Director of Development  
**REPORTS TO:** Chief Executive Officer  
**DEPARTMENT:** Fundraising  
**OFFICE LOCATION:** Dallas  
**FLSA STATUS:** Exempt

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### **MISSION STATEMENT**

To enable adults with intellectual disabilities to live full, rich, safe lives while meaningfully participating in the community.

### **ABOUT COMMUNITY HOMES FOR ADULTS, INC.**

Since 1983, Community Homes for Adults, Inc. (CHAI) has ensured adults with intellectual disabilities live in a safe group home setting and receive access to vocational, educational, social and spiritual programs. CHAI was founded by Dr. Carmen Miller Michael to provide care to her own daughter. A professor at The University of Texas Southwestern Medical Center, Dr. Michael was a longtime community mental health advocate and partnered with Jewish community leaders to open CHAI as a program of the Jewish Federation of Greater Dallas.

Today, CHAI is an independent 501(c)3 and operates nine group homes for 31 residents to live long-term with their peers as well as a day program for adults who live independently or with their families. All participants may access healthcare, life skills development, supportive employment and opportunities for social inclusion. The longest-tenured resident has lived at CHAI for more than 30 years. Guided by the Jewish values of respect (Kavod) and kindness (Chesed), CHAI provides services to ensure the health and wellbeing of all residents, regardless of their religion. As a recipient of funding from Texas Health and Human Services' Home and Community-based Services program, CHAI participates in an annual compliance review to ensure all regulatory requirements and quality standards are met. Services are designed to empower residents to increase their independence and self-esteem, and CHAI advocates on behalf of residents for society to recognize individuals with disabilities as valued members of the community.

### **OVERVIEW**

The Director of Development is a full-time, exempt position and reports to the Chief Executive Officer (CEO). The position is responsible for the design and implementation of a comprehensive fundraising program to raise at least \$1.5 million of CHAI's \$4.2 million annual budget. The Director of Development implements and monitors the effectiveness of fundraising strategies including major gifts, legacy gifts, corporate sponsorship, an annual campaign, capital needs, grants and special events. This position

will be responsible for innovating and implementing new fundraising strategies. This role supervises the Development Associate and is part of the senior management team alongside the Director of Finance and the Director of Program Services. This role works with the Development Committee of the Board of Directors as well as staff and volunteers to pursue the mission, goals and objectives of CHAI.

## **MAJOR DUTIES & RESPONSIBILITIES**

### **Grants, Events & Revenue Strategy**

- Work under the direction of the CEO and with the Chair of the Development Committee to create the Annual Development Plan with defined goals for each revenue source;
- Research, develop and implement fundraising strategies to meet revenue goals including annual campaign, major gifts, planned giving, grant writing and special events;
- Synthesize and summarize opportunity and prospect information clearly and concisely for senior leadership and others involved in development-related activities;
- Research donors using a wealth screening tool (iWave) and make recommendations on request amounts and timing;
- Work with the Board of Directors, Development Committee, staff and volunteers to create and manage a cultivation plan to strengthen relationships with and generate increasing contributions from individuals, organizations, corporations and foundations to meet both operating and capital needs;
- Build a pipeline of supporters by identifying new prospects and planning and conducting presentations and solicitations to individuals, corporate, civic and community organizations;
- Serve as a liaison between CHAI and sponsoring organizations of all external fundraisers;
- Provide follow-up on all fundraisers and make recommendations for improvement and/or future involvement;
- Supervise research of grant and corporate giving opportunities and development of grants plan to increase this source of funding;
- Oversee the writing and submitting of grant proposals and reports;
- Develop detailed special event project plans and budgets and supervise staff, volunteers and vendors/subcontractors in implementation;
- Take an active hands-on role in event logistics, as needed.

### **Marketing & Public Relations:**

- Engage, cultivate and manage media relationships and partnerships to ensure appropriate promotion of programs, special events, public announcements and other projects;
- Plan and implement development communications and marketing strategies including design and mailing of direct mail materials, email and text solicitations;
- Develop proposals, promotional brochures and other print and electronic collateral material to enhance the image of CHAI in the community;
- Represent CHAI to the community through personal contact and public speaking opportunities;
- Maintain detailed records of all publicity.

### **Supervision, Leadership & Administration**

- Mentor and develop staff using a consistently supportive and collaborative approach;
- Establish and monitor staff performance and development goals, assign accountabilities, set objectives, establish priorities and conduct annual performance reviews;
- Provide thought leadership to elevate the team's potential and growth;
- Promote a culture of high performance and continuous improvement that values learning and a commitment to quality that is consistent with the values of CHAI;
- Serve as staff liaison for the Board of Directors' Development Committee and its subcommittees;
- Work in conjunction with the finance department to develop, manage and project organizational budget and revenue targets;
- Participate in Community Homes for Adults Endowment Foundation meetings;
- Foster a mindset within CHAI that fund development is an organizational effort, creating a culture of philanthropy;
- Oversee the donor database (Raiser's Edge) to ensure accurate and current donor records, documentation of gifts and timely recognition of donors;
- Ensure fundraising policies are followed and assure compliance with all IRS regulations;
- Maintain current working knowledge of policies, procedures and guidelines and assist donors in a timely and courteous manner;
- Perform other duties as assigned that contribute to the efforts of the department and assist the organization in achieving its strategic goals.

This position will have regularly scheduled evaluations and metrics to review performance. The first 90 days of employment is considered a probationary period, during which key performance indicators will establish fit. Following this period, evaluations will continue annually.

### **REQUIRED EDUCATION & EXPERIENCE**

- Bachelor's degree in business management, nonprofit administration,

- communications or related field is required;
- At least five (5) years of experience in development, fundraising and supervision is required;
- Commitment to the community served by CHAI;
- Knowledge of the Dallas philanthropic community.

### **SKILLS & ABILITIES**

- Demonstrated excellence in building relationships;
- Exceptional sales skills;
- Strong knowledge of database management (Raiser's Edge), Microsoft Word, Excel and PowerPoint.
- Ability to communicate effectively (verbal and written);
- Ability to interpret policies, procedures and data;
- Ability to engage with adults with intellectual disabilities;
- Excellent project manager;
- Highly detail oriented;
- Emotional intelligence;
- Ability to engage and motivate individuals to achieve goals;
- Success in soliciting and stewarding major gifts;
- Success in writing proposals and securing institutional funding;
- Background in event planning and implementation.

### **OTHER QUALIFICATIONS**

- Has a valid Texas driver's license and proof of current auto insurance.
- Passes an agency-administered, comprehensive background check satisfactorily.
- Available to work occasional evening and weekend hours.

Employees of CHAI are expected, as required in their specific job functions, to participate in activities, meetings and committees; to interact and work cooperatively to accomplish various goals; to represent oneself and CHAI in a positive, professional manner; and to safeguard sensitive or confidential information from intentional or unintentional disclosure.

### **PHYSICAL DEMANDS**

Must be physically able to operate computers and office equipment; occasional bending, reaching, squatting, kneeling and twisting; constant walking, speaking and listening; frequent sitting and maintaining close visual attention to the computer; occasional lifting up to 50 lbs.

### **COMPENSATION & BENEFITS**

The minimum salary for this position is \$115,000. The compensation package will be commensurate with experience and qualifications.

This position is eligible for an annual bonus of between \$1,000 to \$3,000 based on revenue raised and tenure with the organization.

The Director of Development will receive 20 days of paid time off annually. CHAI is closed for all federal holidays as well as Rosh Hashanah, Yom Kippur and the first two days of Passover.

CHAI sponsors 90 percent of the employee's health insurance. Other benefits include dental, vision, short- and long-term disability insurance and life insurance.

CHAI is committed to a policy of equal employment opportunity. Employment decisions are not based on an individual's race, color, religion, sex (which includes pregnancy and pregnancy-related conditions), gender identity, sexual orientation, national origin, marital status, citizenship status, genetic information, age, disability, political belief, membership or application for membership in a uniformed service, or any other unlawful basis.

#### **MODIFICATION OF DUTIES & ESSENTIAL FUNCTIONS**

CHAI retains the right to change and/or modify this position's duties and essential functions at any time without notice. This job description is not intended to cover or contain a comprehensive listing of activities, duties or responsibilities required of the employee. This job description is not an employment agreement or contract.

#### **APPLICATION PROCESS**

Wise Resource Development (WISE) has been retained to lead the recruitment of the Director of Development at Community Homes for Adults, Inc. WISE is a nonprofit consulting agency specializing in recruiting skilled fundraising professionals and nonprofit executives. To apply, submit a cover letter, resume, a minimum of five professional references and salary requirements to [jobs@wiseresourcedevelopment.com](mailto:jobs@wiseresourcedevelopment.com). No phone calls, please. Only those candidates receiving interviews will be contacted.