



COMMUNITY HOMES FOR ADULTS, INC.

## **JOB DESCRIPTION**

<b>TITLE:</b>	Development Associate
<b>DEPARTMENT:</b>	Fundraising
<b>FLSA STATUS:</b>	Full-time Exempt
<b>LOCATION:</b>	On Site at The Sonny Joseph Central Office at CHAI - Dallas, TX 75243

### **ABOUT THE ORGANIZATION:**

CHAI's mission is to enable adults with intellectual disabilities to live full, rich, safe lives while meaningfully participating in the community. CHAI provides comfortable, safe, and stable housing for some of the most vulnerable individuals in our community. Through excellent staff and programming, CHAI, for 41 years, has been consistently among the best providers of care to intellectually disabled adults and their families. CHAI operates nine group homes for 31 residents to live long-term with their peers as well as a day program. All participants may access healthcare, life skills development, supportive employment and opportunities for social inclusion.

Beyond housing and care, CHAI provides specialized therapy assistance, transportation, dental and doctor appointments, social activities, and medication management among other services to give its residents the safest, healthiest, and most fulfilling life possible. 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.

### **JOB SUMMARY:**

The Development Associate is responsible for supporting the work of the development department, under the supervision of the Director of Development. This includes, but is not limited to, tasks for annual campaign, grants fundraising, special events, and marketing. This comprehensive fundraising program raises at least \$1.5 million of CHAI's \$4.5million annual budget. This role provides an exciting opportunity to join a growing team of dedicated nonprofit and social workers that are committed to CHAI's strategic plan to grow its life changing services to adults with intellectual disabilities. The development associate will receive professional development and growth opportunities to ensure career advancement as a nonprofit fundraising professional.

## **JOB FUNCTIONS:**

- Using Raiser's Edge, process contributions, produce acknowledgement letters, and maintain accurate donor reports.
- Assist with foundation and corporate fundraising through grant research, writing, submission and reporting.
- Implement development communications and donor stewardship using direct mail, email (Constant Contact), phone, and text message.
- Design digital marketing and social media templates to support and ensure the success of all fundraising endeavors.
- Support the Director of Development and volunteer committees with special event planning and execution. Assist with managing reservations and overseeing assigned committee work. Takes an active hands-on role in event logistics.
- Manages CHAI's volunteer program by interfacing with community organizations and individuals that want to provide activities and programs inside and outside the group home environment.

## **SKILLS AND QUALIFICATIONS:**

- Bachelor's Degree
- 2+ years of experience in development and fundraising
- Demonstrated excellence in building relationships with volunteers and donors
- Strong knowledge of database management (Raiser's Edge preferred)
- Proficient in MS Word, Excel and PowerPoint
- Experience with social media platforms and digital marketing including basic graphic design
- Success in writing proposals and securing foundation and corporate grants
- Background in event planning and implementation

## **COMPENSATION AND BENEFITS:**

The minimum salary for this position is \$65,000. The compensation package will be commensurate with experience and qualifications. The Development Associate will receive 10 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 85 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.

**TO APPLY:** Email your resume and cover letter to Christopher Dowling-Magill, Director of Development, at [cdowling-magill@chaidallas.org](mailto:cdowling-magill@chaidallas.org). Highlight your relevant experience and express your passion and interest in CHAI's mission to serve intellectually disabled adults.