



CarePartners Job Description

POSITION: Development Director

EMPLOYMENT DETAILS

- **Type:** Full-time, exempt
- **Reports to:** President
- **Salary Range:** \$75,000 to \$80,000
- **Apply to:** Katie Scott, President at kscott@carepartnerstexas.org

BRIEF DESCRIPTION OF RESPONSIBILITIES:

The Development Director serves as an agency leader and is active in strategic decision making. The position (in partnership with the President) is responsible for all fundraising and development activities including, but not limited to: donor and partner relationship building, diversification of revenue sources, and creation and implementation of the agency fundraising plan. The position supervises the Development and Communications Associate.

JOB RESPONSIBILITIES:

- Guide the overall development strategy and execution for CarePartners while fostering an organization-wide culture of philanthropy.
- Collaborate with the Operations Director and other staff on fundraising planning and implementation that supports the annual and long-term strategy for the organization.
- Develop and implement annual fundraising efforts including grassroots fundraising, individual donor engagement, special events, foundation, government and corporate grants, and communications.
- Create a stewardship program that nurtures long term relationships with our donors.
- Support the major gifts program led by the President, including data integrity, management, and strategy.
- Ensure accurate, timely and usable data collection.
- Monitor and regularly report on fundraising progress.
- Manage, develop and grow the development team, including volunteer fundraisers.

OTHER SKILLS REQUIRED:

1. Ability to communicate effectively with various groups/individuals (donors, clients, volunteers, clergy, health care providers, colleagues, and the public).
2. Computer skills using Microsoft Office (Word, Excel, Outlook, PowerPoint) is required as well as proficiency in utilizing online communication tools like Zoom and Teams.
3. Proficiency in donor management software systems.
4. Good time management skills.
5. Ability to exhibit flexibility in work hours as some meetings and events occur in evenings and weekends.
6. Ability to facilitate and problem-solve in a group setting.

EDUCATIONAL AND EXPERIENCE REQUIREMENTS:

- Bachelor's Degree (preferred)
- Advanced certification, such as CFRE (preferred)
- 7-10 years of related work experience
- Experience in nonprofit development required
- Experience in healthcare preferred