



INTERFAITH CAREPARTNERS, INC.  
HOUSTON, TX  
JOB DESCRIPTION

**Job Title:** Chief Development Officer

**Department:** Development

**Reports To:** Chief Executive Officer

**FLSA Status:** Exempt

**About CarePartners:** CarePartners is a nationally recognized nonprofit organization dedicated to providing care, education, and support for older adults and people living with dementia, as well as for their caregivers. With a mission to create compassionate communities of care, CarePartners bridges the gap between healthcare and social services by offering a comprehensive range of programs that promote the well-being of caregivers while honoring the needs, interests, and abilities of their loved ones.

Services include caregiver education, support groups, consultations, in-home visits, and tailored activity programs hosted by partner organizations and congregations. CarePartners also operates the Dementia Day Center—the only adult daytime facility of its kind in the Houston region—serving individuals from early to late- moderate stages of dementia. With the support of certified staff and trained volunteers, CarePartners delivers services online, by phone, in homes, across the community, and at its dedicated center.

**Position Summary:** The Chief Development Officer (CDO) is a strategic and hands-on fundraising leader responsible for planning, implementing, and overseeing all development activities. This role is instrumental in securing funding from individuals, corporations, foundations, and government entities to support both ongoing operations and special projects.

Reporting to the CEO and working closely with the Board of Directors, the CDO builds meaningful relationships with donors and prospects to drive sustainable revenue growth and expand the organization's philanthropic support. While currently serving as the sole development staff member, the CDO will hire and manage an additional development team member later this year.

**Essential Duties and Responsibilities:** The following responsibilities outline key functions of this role. Other duties may be assigned.

- Develop and execute a comprehensive fundraising strategy that fosters a culture of philanthropy across the organization, encompassing individual giving, corporate support, special events, and foundation and government grants.

- Define and achieve annual and long-term revenue goals through diversified fundraising efforts.
- Personally lead donor identification, discovery, cultivation, solicitation, and stewardship efforts to expand and deepen donor relationships.
- Work closely with the Board and its committees to engage major gift prospects.
- Support the CEO in donor engagement by providing a strategic portfolio, prospect research, and tailored cultivation and solicitation strategies.
- Oversee all grant activity, including writing, submission, and reporting for foundation, corporate, and government funders.
- Collaborate with staff to align marketing, communications, and donor engagement strategies with organizational values and goals.
- Curate strategic donor engagement opportunities, including special events, personalized experiences, and connections with key staff.
- Ensure accurate donor data management, timely acknowledgments, and effective recordkeeping.
- Regularly evaluate and enhance fundraising strategies, monitor performance metrics, identify opportunities for innovation, and assess risks and new revenue streams.
- Hire, manage, and mentor a Development Associate (position to be added in 2025).

**Qualifications:** To perform this job successfully, an individual must meet the following requirements. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

#### **Education & Experience**

- Bachelor's degree or equivalent required
- Minimum of 5 years of experience in fundraising, development, or nonprofit management
- CFRE or similar advanced fundraising certification preferred
- Demonstrated success in securing major gifts, corporate gifts, and foundation/government grants
- Strong background in donor cultivation, solicitation, and stewardship best practices
- Experience leading comprehensive fundraising efforts, including annual giving, major gifts, planned giving, and special events
- Experience working closely with executive leadership and boards to drive fundraising strategy
- Experience in donor-focused marketing and communications preferred

#### **Computer Skills**

- Proficient in Microsoft Office Suite (Word, Excel, Outlook, PowerPoint)
- Comfortable using virtual collaboration tools (e.g., Zoom, Microsoft Teams)
- Experience with donor database systems/CRMs

- Ability to navigate HR systems for time management and benefits

### **Language & Communication Skills**

- Ability to read, analyze, and interpret technical materials, financial reports, and legal documents
- Skilled at responding to inquiries from donors, agencies, and the public
- Strong writing skills for donor materials, speeches, and publications

### **Mathematical & Reasoning Skills**

- Proficiency in basic math operations, including calculating percentages and interpreting graphs
- Strong problem-solving skills with the ability to synthesize information and draw valid conclusions
- Comfortable interpreting technical instructions and managing abstract and concrete variables

**Competencies:** To perform the job successfully, an individual should demonstrate the following.

- **Fundraising Expertise** – Proven success in securing major gifts, corporate and foundation funding, and sponsorships. Strong knowledge of donor cultivation, solicitation, and stewardship strategies.
- **Influence & Persuasion** – Builds support for ideas, effectively engages key decision-makers, and secures buy-in for fundraising initiatives. Demonstrates strong sales and negotiation skills.
- **Leadership & Collaboration** – Inspires and motivates others, fosters teamwork, and builds strong relationships with colleagues, donors, and volunteer leadership. Encourages a cooperative and mission-driven work environment.
- **Achievement Orientation & Initiative** – Results-driven and highly motivated, with a strong commitment to setting and achieving measurable goals. Proactively seeks improvements and takes ownership of responsibilities.
- **Judgment & Decision-Making** – Exercises sound judgment, makes timely and informed decisions, and includes key stakeholders in the decision-making process.
- **Business Acumen** – Understands financial implications of decisions, manages budgets effectively, and aligns work with strategic goals. Keeps up with industry trends and best practices.
- **Written & Oral Communication** – Clearly articulates ideas in writing and speech. Engages audiences through compelling storytelling, effective presentations, and strong listening skills. Keeps stakeholders informed using appropriate communication methods.
- **Analytical & Problem Solving** – Synthesizes complex information, researches data effectively, and develops alternative solutions to challenges. Uses logic and experience to make sound decisions.

- **Project & Time Management** – Manages multiple projects, sets priorities effectively, and meets deadlines. Coordinates project activities and communicates progress.
- **Professionalism & Integrity** – Demonstrates high ethical standards, credibility, and reliability. Maintains professionalism in all circumstances.

**Supervisory Responsibilities:** The CDO is responsible for the overall direction, coordination, and evaluation of the development function. This includes direct supervision of at least one non-supervisory employee.

Responsibilities are carried out in accordance with organizational policies and applicable laws.

**Benefits:**

- Employer-subsidized medical, dental, and vision
- 401(k) with 100% match up to 6%
- 100% employer-paid life, AD&D, and disability insurance

**Compensation Range:** \$100,000 - \$130,000

**Position Location:** 3838 Aberdeen Way, Houston, TX 77025. This position offers flexibility with the opportunity to work remotely on a limited basis.

The above job description is not intended to be an all-inclusive list of duties and standards of the position.

To apply, please email your resume to [carepartnerssearch@dinispheris.com](mailto:carepartnerssearch@dinispheris.com).