

## **Chief Development Officer**

**The Brookwood Community – Brookshire, TX**

### **Salary and Benefits:**

\$140,000-\$150,000 per year  
Health, Dental, Vision Insurance  
Holidays and Paid Time Off  
403B Retirement plus match

### **About The Brookwood Community:**

Founded in 1983, The Brookwood Community is a God-centered, non-profit residential and vocational organization dedicated to serving adults with disabilities. Located in Brookshire, TX, Brookwood provides an enriching educational environment that fosters meaningful work, builds a sense of belonging, and ignites a profound sense of purpose in the lives of our residents and day program participants.

### **Position Overview:**

The Brookwood Community is seeking an experienced and visionary **Chief Development Officer (CDO)** to lead our fundraising and community engagement efforts. The CDO will play a pivotal role in shaping and executing strategic development initiatives, overseeing fundraising activities and special events, and cultivating strong relationships with donors and stakeholders.

As a key member of the senior leadership team, the CDO will collaborate with the CEO, Board of Directors, and development staff to secure the financial resources necessary to support and expand Brookwood's mission. This leader will foster a culture of philanthropy and gratitude, ensuring sustainable growth and continued impact within the community.

### **Key Responsibilities:**

- Develop and execute a comprehensive fundraising strategy to support general operations, capital projects, restricted initiatives, and endowment growth.
- Lead and mentor the Development Department team, fostering a high-performance, collaborative culture.
- Identify, cultivate, solicit, and steward major donors, corporate sponsors, foundations, and other funding partners.
- Oversee the planning and execution of fundraising events, campaigns, and grant applications.

- Strengthen and expand donor relationships to enhance community engagement and financial support.
- Ensure compliance with Brookwood policies and values in all development activities.
- Collaborate with marketing and communications teams to effectively share Brookwood's mission and impact.

#### **Qualifications & Experience:**

- A deep commitment to The Brookwood Community's mission and values.
- A minimum of 7-10 years of progressive experience in fundraising, donor relations, or nonprofit development leadership.
- Proven track record of securing major gifts, managing fundraising campaigns, and increasing philanthropic support.
- Strong leadership and team-building skills with the ability to inspire and motivate staff, volunteers, and donors.
- Exceptional communication, networking, and relationship-building abilities.
- Experience in strategic planning and budget management within a nonprofit setting.
- Knowledge of donor database management and fundraising software is a plus.

#### **Why Join Brookwood?**

At The Brookwood Community, you will have the unique opportunity to lead a transformative development program that directly impacts the lives of extraordinary adults with disabilities. You will work alongside a passionate team dedicated to creating a world where every individual can thrive with dignity, purpose, and joy.

If you are a dynamic fundraising professional with a heart for service and a vision for growth, we invite you to apply for this rewarding leadership role.

#### **To Apply:**

Interested candidates should submit a resume and cover letter detailing their qualifications and passion for Brookwood's mission to [careers@brookwoodcommunity.org](mailto:careers@brookwoodcommunity.org) or [emmah@brookwoodcommunity.org](mailto:emmah@brookwoodcommunity.org). Applications will be reviewed on a rolling basis.