

# Chief Development Officer



## BACKGROUND

At The Women's Resource, we believe that when a woman controls her finances, she controls her destiny. Founded in 1990 by a group of visionary women, our organization has spent more than three decades empowering women and girls across Houston with the tools they need to build financial stability and long-term independence.

We serve women across all stages of life—from high school students to working mothers—through programs that foster financial confidence, personal resilience, and economic mobility. In addition to financial education and coaching, we are leading innovative efforts in workforce development, helping women prepare for and access careers that offer both purpose and a living wage.

Our culture is mission-driven, collaborative, and deeply rooted in equity. We are a passionate and supportive team working to break the cycle of poverty for women in our community.

## POSITION SUMMARY

The Women's Resource is entering an exciting chapter of growth. As we launch our new strategic plan, the Chief Development Officer (CDO) will play a pivotal role in expanding our reach, deepening our impact, and fueling the future of our mission.

Reporting directly to the CEO and serving as a key member of the leadership team, this individual will lead all development and communication efforts with clarity, creativity, and purpose. They will be responsible for cultivating and strengthening relationships with donors, partners, and the media, while also guiding a team committed to bold storytelling and strategic fundraising.

### Organizational Finances

The Women's Resource has a strong history of financial health and growth. With an annual operating budget of \$1.9 million, the organization has experienced year-over-year revenue growth for the past 11 years. Our funding model is well-balanced, with support coming from: Individuals: 8%, Corporate: 29%, Foundations: 9%, Special Events: 28%, Government Grants: 17%, United Way: 9%.

This diversified mix of revenue streams has fueled both stability and expansion. Looking forward, and in alignment with our new strategic plan, TWR is committed to increasing revenue by 40% over the next five years to match program growth and broaden our impact. The Chief Development Officer will be central to achieving this vision, bringing both strategy and innovation to sustain and accelerate our trajectory.

## KEY RESPONSIBILITIES

### Events & Sponsorships

- Secure title and high-level event sponsors to ensure financial success of fundraising events
- Recruit and engage event chairs and host committee members

### Foundation & Corporate Giving

- Cultivate and manage relationships with foundation and corporate donors, including face-to-face meetings with current and prospective grantees
- Collaborate with key stakeholders to develop and qualify new prospect lists
- Identify and pursue government grant opportunities

### Financial Strategy

- Create annual budgets and set measurable goals (KPIs) aligned with development strategy
- Develop budgets in support of foundation and government funding requests

### Leadership & Organizational Development

- Lead and support the Development Committee to advance fundraising goals
- Contribute to executive leadership team decision-making and cross-functional alignment
- Represent The Women's Resource at external events and with partner organizations
- Provide supervision, coaching and performance management for direct reports

### **Individual Giving & Major Gifts**

- Lead the development and execution of a Planned Giving strategy
- Manage and grow a portfolio of major donors and partners

### **Communications & External Relations**

- Serve as a spokesperson and ambassador for The Women's Resource
- Collaborate with the Communications Coordinator to develop and implement strategic messaging and donor communications

## **Successful Candidate Profile**

The ideal candidate will bring a track record of securing philanthropic and institutional support, cultivating cross-sector partnerships, and serving as a dynamic and persuasive public champion. They will be an authentic relationship builder, a collaborative team leader.

**Education:** Bachelor's degree

**Experience:** A minimum of five year of successful fundraising experience  
Proven track record of fundraising success and securing gifts over \$50k  
Experience managing campaigns and events of 500+ attendees

**Abilities:** Excellent verbal and written communication and presentation skills  
Extreme tact and discretion, attention to detail, and a commitment to excellence  
Ability to analyze conceptual and quantitative information  
Proven knowledge of AP style, social media, and brand awareness strategies  
Ability to develop and initiate new strategies  
Strong financial acumen with the ability to write, manage, and interpret budgets  
Strong planner and problem solver with ability to manage multiple priorities

**Computer Skills:** Highly skilled in MS Office, social media platforms, and CRM systems  
Proficient in digital marketing and engagement.

**Reports to:** CEO

**Full-time Position:** \$110,000 - \$125,000 plus eligibility for a performance-based bonus program; 100% employer paid health benefits; 3% retirement match; generous PTO

**Location:** This position is currently a hybrid work arrangement with a minimum of two days per week in the office. This position requires some evening or weekend work to support events or donor engagement.

### **Application Process**

The position will remain open until filled. All candidates are asked to email the three documents listed below to [cpowell@thewomensresource.org](mailto:cpowell@thewomensresource.org) Documents should be addressed to: Christine Powell, CEO

1. Cover letter stating how your skills are a match for the position requirements and duties
2. Resume
3. Writing sample

**Only qualified applicants that submit ALL documents requested above will be considered.**