

Job Description: Chief Development Officer West Houston Assistance Ministries (WHAM)

Position: Chief Development Officer (CDO)

Reports to: Chief Executive Officer (CEO)

FLSA Status: Exempt (Full-Time)

Salary range is \$88,000 - \$92,000

Apply by sending in their CV and Resume to hrwham@whamministries.org

About West Houston Assistance Ministries (WHAM)

West Houston Assistance Ministries (WHAM) is a non-profit, faith-based organization dedicated to empowering and transforming neighbors' lives from crisis to self-sufficiency. WHAM provides a comprehensive range of services, including:

- **Basic Needs & Food Security:** Operating one of the largest food pantries in West Houston, providing healthy food, hygiene products, and clothing.
- **Family & Financial Stability:** Offering financial assistance for rent and utilities to prevent homelessness, all managed through a compassionate case management model.
- **Empowerment & Self-Sufficiency:** Providing education and employment services, including job-readiness training, ESL and GED classes, computer literacy, and financial education.

Position Summary

Reporting to the CEO and serving as a key member of the Senior Leadership Team, the Chief Development Officer (CDO) is responsible for the design, execution, and management of all fundraising, communications, and marketing activities. The CDO will create and implement a comprehensive and diversified fundraising strategy to support WHAM's ambitious goals, significantly increase philanthropic revenue, and secure its long-term financial sustainability.

This individual will lead, mentor, and supervise the development and communications team, work closely with the CEO and Board of Directors, and be responsible for fostering a robust culture of philanthropy throughout the entire organization. The ideal candidate is a strategic, data-informed, and relational leader with a proven track record of securing transformational gifts and a deep commitment to WHAM's mission.

Key Responsibilities

1. Strategic Leadership & Planning

- In collaboration with the CEO and Leadership Team, develop and implement a comprehensive, multi-year strategic advancement plan aligned with WHAM's organizational goals.
- Establish and monitor annual fundraising goals, benchmarks, and KPIs to measure success across all revenue streams (e.g., major gifts, donor pipeline, grants, annual giving).
- Serve as an active member of the Senior Leadership Team, contributing to organization-wide strategic planning and decision-making.
- Lead, mentor, and supervise the development team (e.g., grants, donor relations, communications), fostering a culture of collaboration, excellence, and accountability.
- Develop and manage the development department's annual budget, providing accurate revenue forecasting and reporting.
- Partner with the CEO and Board to champion and sustain a "culture of philanthropy" across the organization, ensuring all staff and board members see themselves as ambassadors.
- Ensure all philanthropic practices align with ethical standards, best practices (e.g., AFP), and legal regulations.

2. Comprehensive Fundraising & Revenue Generation

- **Major & Transformational Gifts:** Personally identify, cultivate, solicit, and steward a portfolio of high-net-worth individuals and family foundations gifts. Partner with the CEO and Board on principal gift solicitations.
- **Planned Giving:** Design and lead strategies to grow the planned giving program (e.g., bequests, charitable trusts) to strengthen WHAM's long-term sustainability and endowment.
- **Institutional, Government & Corporate Relations:** Oversee all grant-seeking efforts, including prospect research, proposal writing, and impact reporting. Build and expand relationships with corporations, government contacts, foundations, and faith-based partners/churches.
- **Annual & Digital Giving:** Direct all annual giving programs, including direct mail, online campaigns, and membership/monthly giving, to enhance the fundraising pipeline and increase year-over-year income.
- **Events:** Provide strategic leadership for all fundraising and donor engagement events, ensuring they meet financial goals and strengthen community relationships.

3. Donor Stewardship & Communications

- Oversee a robust stewardship program to ensure all donors receive timely, meaningful acknowledgment and regular communication on the impact of their contributions.
- Collaborate with the communications team to develop compelling, storytelling-driven campaigns, proposals, and impact reports that inspire generosity.
- Oversee the donor experience, including facility tours and volunteer opportunities, to deepen long-term commitment to WHAM's mission.

- Ensure all development communications (newsletters, annual reports, social media, website) are integrated, on-brand, and support fundraising objectives.

4. Community & Board Engagement

- Serve as the primary development staff liaison to the Board of Directors actively collaborating with and supporting board members in their fundraising efforts.
- Serve as one of the primary public-facing representative for WHAM, maintaining a visible presence at community, civic, and professional events to enhance visibility and build partnerships.
- Develop and implement a professional advisor engagement program to build relationships with wealth advisors, attorneys, and other financial professionals.
- Collaborate with the program team to remain knowledgeable about service delivery and community impact, effectively translating program needs into compelling funding opportunities.

5. Operations & Team Management

- Oversee all advancement operations, including the effective management of the donor CRM (e.g., gift processing, data integrity, reporting, and segmentation).
- Manage prospect research and pipeline management systems.
- Establish and implement procedures for all aspects of the development workflow to ensure efficiency and compliance.

Qualifications & Skills

- **Education:** Bachelor's degree required. Master's degree or professional certification (e.g., CFRE) is highly preferred.
- **Experience:** Minimum of 10 years of progressive professional experience in non-profit fundraising, with at least 5 years in a senior leadership and supervisory role.
- **Track Record:** A proven and verifiable track record of personally identifying, cultivating, soliciting, and closing five- and six-figure major gifts. Experience with capital campaigns is a strong plus.
- **Expertise:** Demonstrated success in building and leading a comprehensive development program, including major gifts, institutional giving, annual/digital fundraising, and planned giving.
- **Leadership:** Dynamic, innovative, and motivating leader with experience holding teams accountable and developing talent.
- **Skills:**
 - Exceptional interpersonal, public speaking, and written communication skills, with a talent for compelling storytelling.
 - Strategic, data-informed, and analytical; able to translate vision into an actionable, measurable plan.
 - High degree of personal integrity, diplomacy, and commitment to WHAM's mission and values.

- Values and excels in collaborative relationships with individuals from diverse backgrounds; a commitment to integrating inclusive practices into fundraising.
- Proficiency in donor CRM software and prospect research tools.
- Ability to maintain a visible presence in the community, requiring local travel and availability for evening/weekend events as needed.