



## Chief Development Officer Job Posting

### Who we are and what we want

Mental Health America for Greater Houston, a \$3M+ 501(c)3 focused on developing community solutions to promote mental health for all, seeks a Chief Development Officer to lead the organization in procuring growing philanthropic support for our organization and its programming.

The successful candidate will be a team leader with a track-record of success in individual, corporate, and foundation fundraising. Your skills include the ability to manage a small development and communication team as well as managing up and reporting to the agency's CEO. Partnership with program staff and the Board of Directors is a clear expectation.

### Who are you and what will you bring to us

You have a minimum of seven years of combined development leadership and fundraising experience with a passion for meeting expectations. You have a demonstrated track record in major gifts, including cultivation, stewardship, and solicitation. You have a bachelor's degree at minimum, superior writing and oral communication skills and a history of quickly turning around grant proposals. You are credentialed through CFRE or equivalent education. You have substantial experience with Raisers Edge or similar database programs. You are a self-starter, are highly organized, and are passionate about making a positive impact on the residents of the Houston metropolitan area.

Learn more about us at <https://mhahouston.org/>.

### Application Instructions:

Read this information carefully. Adhering to these instructions will ensure that your application is submitted as required for review.

1. A cover letter is required. Your cover letter should be no more than one (1) page in length.
2. A resume is required. Your resume should be no more than three (3) pages in length and should include details about your relevant education, skills and experience as they relate to this role.
3. Due to the volume of applications we receive, we will not be acknowledging their receipt or returning emails or phone calls inquiring about the status of an application. If your application is selected for interview you will be contacted directly by a member of our team.
4. Send your cover letter and resume to [mhacdo@gershensonconsultingllc.com](mailto:mhacdo@gershensonconsultingllc.com).