



POSITION SPECIFICATION

**DIRECTOR OF DEVELOPMENT**  
**Community Health Awareness Council [CHAC]**  
**Mountain View, CA**

**Leadership Search Partners**

is a search firm focused exclusively on the nonprofit sector. As a division of Brakeley Briscoe, Inc. (BBI), the San Francisco Bay Area-based firm works with local, national, and international nonprofits to help them hire exceptional senior-level leaders.

**Managing Director Scott Staub, ACFRE**

is leading this search assignment. Inquiries may be made, in confidence, to Scott Staub at [scott@leadershipsearch.com](mailto:scott@leadershipsearch.com).



**TITLE:** Director of Development

**ORGANIZATION:** Community Health Awareness Council (CHAC)

**LOCATION:** Mountain View, CA

**REPORTS TO:** Executive Director

### **ABOUT THE ORGANIZATION**

CHAC exists to provide alternatives to self-destructive behavior and help create healthy lives for the children and families of Mountain View, Los Altos, Los Altos Hills, Sunnyvale, and surrounding communities. CHAC touches nearly 20,000 lives annually by providing mental health counseling for students, families and individuals. They provide services to 34 elementary, middle and high schools and help teachers teach by creating better classroom environments for all students. They help parents parent more effectively by empowering them with support, skills, and tools to use. CHAC helps youth and adolescents stay on track – at school, at home, and in their social lives – and are inclusive, believing no one should be denied services regardless of ability to pay.

CHAC has been an integral and highly-respected partner in the community since 1973 by providing programs that address a variety of emotional problems that effect children and teens, and their families.

### **ABOUT THE OPPORTUNITY**

Under the leadership of Executive Director, Marsha Deslauriers, CHAC has expanded services and programs to the community. Excited to move forward with implementation of ambitious goals, the ED is seeking a fundraising professional to work with the senior management team to develop internal systems that will fully accommodate the realization of these goals.

This is a fantastic opportunity for a fundraising leader to work with the Board of Directors to help increase CHAC's ability to increase mental health support for children and adults. The new director will be able to develop and implement a comprehensive, multi-year development plan to reimagine and strengthen how CHAC implements development best practices across all levels of the organization. The new Director of Development will build their team as part of growing philanthropic support for CHAC. The new director will play an integral part of CHAC's goal of providing prevention and intervention services in demonstrating the importance of mental health wellness for our society.

The ideal candidate will come with the enthusiasm, skills and qualifications to be able to handle the following responsibilities:

- **Leadership** - Function as an organizational leader and a highly collaborative member of the senior management team; provide staff leadership to board members for development; hold organizational responsibility for strengthening systems and implementing best practices; and be responsible for the success of fundraising programs, including foundation, corporate and individual giving, and events
- **Individual, Foundation & Corporate Major Gifts** - Develop and implement a major gifts program as well as ensure that individual donor cultivation, solicitation, and stewardship best practices are implemented; and continuously cultivate relationships with individual and institutional donors and the community by maintaining reputation, visibility, and responsiveness
- **Board Development** - Work in close partnership with the Executive Director, Board Chair, and board members to build the Board's capabilities in development, especially in major donor engagement, solicitation, and stewardship
- **Financial Accountability** - In partnership with the Chief Financial Officer, develop and manage fundraising budgets; assume clear responsibility for meeting or exceeding budgeted revenue goals; and ensure best practice use of analytics, data, and metrics to forecast and track progress and success of fundraising goals, strategies, and tactics

### **Professional Experience/Qualifications**

- 7+ years of fundraising experience and strong knowledge of fundraising principles and best practices
- Experience in a fund development department with a well-developed, long-range plan
- Broad and deep fundraising experience, including annual giving, major gifts, events, grants (private and corporate) and planned giving
- Proven ability to help the Board become more engaged and effective in fund development
- Prior success in the development and implementation of individual and major gifts programs, with deep familiarity with best practices in moving donors up the ladder of giving, and ability to implement and manage a multi-level donor engagement and stewardship plan
- High comfort level with improving systems, analyzing data, and using data and metrics as management tools; proven ability to forecast accurately, manage to budget

### Knowledge:

- Knowledge of the philanthropic community in the South Bay a plus
- Previous track record of successfully raising funds for mental health a plus



Personal Characteristics:

- Generates innovative solutions; leverages resources; thinks expansively; evaluates multiple solutions; ensures relevance; executes with precision; highly organized and deadline driven
- Develops collaborative relationships to facilitate the stated goals; seeks opportunities; facilitates agreement and commitment
- Passion for the mission of CHAC
- Empathy for those needing mental health services

Education:

- Bachelor's degree required
- CFRE a plus

## COMPENSATION

A highly competitive compensation and benefits package will be made available to the qualified candidate.

## TO APPLY

Leadership Search Partners is conducting this search on an exclusive basis on behalf of CHAC. Interested candidates should apply via email by sending a letter outlining qualifications, brief bio and resume as PDF or Word documents to Chelsea Burr at [chelsea@leadershipsearch.com](mailto:chelsea@leadershipsearch.com), with "Director of Development, CHAC" in the subject line.

Inquiries may be made, in confidence, to Managing Director Scott Staub at [scott@leadershipsearch.com](mailto:scott@leadershipsearch.com).

**CHAC** provides equal employment opportunities without regard to race, color, creed, gender, religion, marital status, registered domestic partner status, age, national origin or ancestry, physical or mental disability, medical condition including genetic characteristics, sexual orientation, or any other consideration made unlawful by federal, state, or local laws.

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