



## Chief Development Officer

### Position Overview:

- As an executive team member, the Chief Development Officer (CDO) works with senior leadership to lead its development strategy, development operations, volunteer management and marketing/communication efforts. The CDO provides strategy for resource and philanthropic development to support the Foodbank's mission, vision, values and strategic plan. Strategic areas of responsibility include operational fundraising, donor relations/engagement, development operations, capital fundraising/campaigns, volunteer programming, marketing/communications, and overall development philosophy/strategy. The CDO will report directly to the President/CEO.

**Work Hours/Shift:** Monday-Friday; full-time, exempt; some weekend and evening work required for meetings, special events, and out-of-town conferences.

### Duties and Responsibilities:

- Develop strategies for increasing and sustaining revenue growth through personalized cultivation of donors and prospects for outright and planned gifts.
- Oversee the Foodbank's annual and capital campaign fundraising efforts.
- Prepare a comprehensive annual plan for development activities to support the short- and long-term philanthropic needs of the organization.
- Responsible for successful execution of planned development activities to achieve stated revenue goals, such as working with the Foodbank's senior leadership team, board, volunteers, fundraising consultants, and others as appropriate.
- In conjunction with the president and CEO and board, lead and oversee efforts for the identification and recruitment of new board members.
- Manage a portfolio of major donors and prospects and successfully build donor relationships with these individuals and organizations through in-person meetings and regular meaningful interactions.
- Work closely with president and CEO and development staff to ensure proper cultivation and stewardship activities across the organization for donors, prospects, and volunteers.
- Oversee day-to-day fundraising operations by managing a development team of up to ten staff, instituting performance metrics and providing mentoring/coaching.
- Develop individualized strategies to identify, cultivate and solicit individuals and organizations capable of major and legacy gifts and work to upgrade their giving.
- Ensure all Foodbank donors receive appropriate, timely acknowledgement and updates on

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the impact of their gifts.

- Manage and provide oversight to marketing department to insure that marketing/communication efforts align with our strategic fundraising goals, organizational branding, organizational mission and strategic plan. These efforts include but are not limited to newsletters, direct mail, news releases, and website etc.
- Maintain accountability and compliance standards for donors and funding sources.
- Oversee all aspects of fundraising including major gifts, foundation and corporate fundraising, planned giving, direct mail campaigns etc.
- Work directly with program and grant writing staff to ensue proper cultivation of corporate grant prospects, eliminate duplication of solicitations and develop an overall organizational resource strategy.
- Works with leadership team members on budgeting, forecasting and resource allocation programs. Interfaces, as needed, with the Board of Directors and relevant board committees to drive effectiveness.
- Commit to and understand the FSEVA's mission. This includes active participation in sharing the mission, vision and values of the organization, internally and externally, creating a culture of active philanthropy for and through all staff.
- Complete other tasks as assigned.

**Educational Achievement:**

- Minimum: Bachelor's degree in related field
- Preferred: Master's Degree, CFRE certification

**Work Experience:**

- Minimum: Seven (+) years of fundraising management experience, including major gift experience, development operations

**Required Skills, Abilities & Certifications/Licenses:**

- Demonstrated success within the fundraising, marketing and public relations environments.
- Strong working knowledge of all community-based funding sources and the ability to establish and maintain relationships that ultimately benefit the Food Bank.
- Strong financial acumen in the areas of budgeting, revenue development, cost/benefit analysis as it related to development/marketing.
- Must honor donor confidentiality and intent, handle complex situations with tact and decorum, and positively represent the Foodbank internally and externally
- Possess initiative and a strong commitment to achieving and exceeding goals
- Strong interpersonal skills and the ability to effectively communicate with a wide range of audiences
- Strong problem-solving, research, analytical, time management, prioritization, organizational, and verbal/written communication skills
- Working knowledge of fundraising database software, Raiser's Edge NXT experience preferred
- Experience in strategic/tactical planning and annual budget development

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**Physical Demands:** While performing duties of this job, the employee is regularly required to when working in office or warehouse environment.

This job requires that weight be lifted or force be exerted up to 20 pounds when handling donations, documents and files.

- Close vision (clear vision at 20 inches or less) working with documents, computer screens and filing.
- Distance vision (clear vision at 20 feet or more), peripheral vision, depth perception and ability to adjust focus when operating equipment.
- Regularly required to talk or hear when communicating with employees and clients.
- Use hands and fingers to handle, or feel
- Reach with hands and arms
- The employee frequently is required to stand and or walk for extended periods of time.
- The employee must be able to climb or balance.
- The employee is occasionally required to stoop, kneel, crouch, or crawl.

**Travel Requirements:**

- Local and regional travel required. Infrequent overnight travel for training and conferences.

**General Sign-off:** Employees are expected to adhere to all company policies and procedures.

I have read and understand this explanation and the job description.

Employee Print/Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Print/Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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