



POSITION DESCRIPTION

TITLE:	Chief Development Officer
DEPARTMENT:	Resource Development
REPORTS TO:	CEO
HOURS:	Full time exempt
SALARY RANGE:	Minimum salary is \$65,000

PRIMARY ROLE: Resource Development

The Boys & Girls Clubs of Whatcom County is seeking a Chief Development Officer that will lead and execute current and long-range strategies required to build a strong fundraising culture and program that meets annual and long-range goals. The CDO will drive a strong revenue-oriented culture based on market-driven targets by leading the development team in planning, managing, and implementing fund development strategies for the organization. The CDO will maintain their own portfolio of assigned major donors and prospects and personally make solicitations. Successful special events will also play a significant role in fund raising. Working closely with the CEO and Board, the CDO will design and implement a comprehensive, dynamic strategy that will ensure the success of individual, corporate, and foundation giving. This key leader will develop, research, and oversee grant-based funding opportunities as an expanded channel. Functioning in a highly visible externally facing role, they will represent the organization while cultivating donors, managing staff and volunteers, and reporting to the CEO. The ideal candidate will have demonstrated success in creating and expanding a culture of transformational philanthropy; creating a successful board engagement experience; providing strong leadership; and having successfully recruited, motivated, and mentored a team of development professionals. The CDO will have demonstrated the most important aspect of their responsibility by showing a proven record of fundraising. The CDO is the Chief Fundraiser for the organization.

ESSENTIAL JOB RESPONSIBILITIES:

Leadership

- In collaboration with the CEO, the CDO defines and implements organizational vision and strategies related to establishing a culture of philanthropy

- Provides oversight of all resource development activities, manages the day-to-day operations of the development department, and monitors adequacy of activities through coordination with staff, appropriate committees, and Resource Development Committee
- Ensures execution of resource development activities through the selection, development, motivation, and evaluation of human resources, both professional and volunteer
- Personally identifies, cultivates, solicits, and stewards a portfolio of potential donors including: Individual donors, family foundations, corporations, including marketing sponsorship and corporate foundations

Strategic Planning

- Works with the CEO, Resource Development Committee, and members of the corporate and advisory boards to ensure fulfillment of resource development roles and functions.
- Designs and assures implementation of cost-effective resource development programs while maintaining an optimal level of quality and solid return on investment
- Works with the CEO, Resource Development Committee, and staff to plan and execute corporate and individual development strategies and monitors progress against goals
- Contributes to operational strategic planning, providing perspective on staffing and employee development needs to support strategic directions Resource Management
- Controls expenditures against budget particularly in the areas of special events and annual campaigns. Encourages proactive strategies for responding to board members, trustees, donors, and volunteers
- Ensures that all fundraising activities and policies (i.e. gift acceptance policy) that reflect the values of the organization and satisfy legal and ethical standards
- Clarifies, implements, monitors, and honors donors' intent and instructions, and ensures that allocations are accurately documented in the organization's records.
- Compiles with all reporting requirements and regulations in order to fulfill commitment to accountability and demonstrate transparency, including reporting for grants
- Support staff career development, identifying opportunities for training and skill building within budget limits

ADDITIONAL RESPONSIBILITIES

- Attend meetings of Board of Directors, Resource Development, Advisory Committees and/or other committees as requested;
- Handle other duties and responsibilities as deemed necessary or important as assigned.

RELATIONSHIPS:

Internal: Maintain contact with Leadership Team to provide leadership on all Resource Development activities.

External: Maintain contact with donors and volunteers to cultivate a culture of philanthropy.

REQUIRED SKILLS/KNOWLEDGE:

- Five or more years of progressively responsible experience in fundraising, development, marketing, and community relations

- Demonstrated experience in managing and implementing a comprehensive fund development program and producing charitable contributions
- Highly competent enabler of volunteers and staff
- Demonstrated experience and confidence in asking people to contribute time and money
- E-tapestry or similar product experience highly preferred
- Excellent communication skills, both verbal and written
- Strong organizational and analytical skills
- Ability to establish and maintain effective working relationships with staff, board members, community groups
- Knowledge of the mission, objectives, policies, programs and procedures and the principles and practices of non-profit organization
- Bachelor's degree required
- CFRE preferred
- Valid driver's license with good driving record and consistent access to a motor vehicle with appropriate insurance coverage

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

Office environment; must be able to sit for long periods of time and may be exposed to extended stretches of time viewing a monitor. Physical abilities required include bending at waist and reaching above the shoulder to maintain files, speaking clearly and listening actively, dexterity of hands/fingers to operate computer keyboard and enter data. Will require some weekend and evening responsibilities for fund-raising events and/or special project work.

DISCLAIMER:

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, or to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job.

Applications should be sent to Heather Powell at hpowell@whatcomclubs.org.