



CHIEF DEVELOPMENT OFFICER JOB DESCRIPTION

Position Title: Chief Development Officer

Category/FLSA Status: Full-time, Exempt

Supervisor: President & Chief Executive Officer (CEO)

Supervises: Director of Volunteers & Special Event Director, Development Director, and Development Coordinator (direct report to Development Director)

Office Location: 1226 E. Weatherford Street, Fort Worth, TX 76102

Position Summary:

The Chief Development Officer is responsible for planning, organizing, and directing the agency's fundraising, including major gifts, grants portfolio, annual funds, planned giving, special events, and capital campaigns, as well as leading the agency's marketing and branding efforts. The Chief Development Officer works closely with the CEO and the Board of Directors in development, fundraising, and marketing endeavors.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

Fundraising:

- Collaborate with Board of Directors and CEO to create and execute an annual fund development plan that increases revenue to support the agency's strategic direction.
- Contribute to the creation and stewardship of the organization's fundraising culture.
- Manage all strategies and activities for donor cultivation, solicitation, and relations.
- Create and execute a development strategy for a large, sustained base of annual individual donors; develop and maintain ongoing relationships with major donors.
- Cultivate and steward relationships with charitable foundations, corporations, and individuals.
- Implement fund development plans in accordance with ethical fundraising principles.
- Evaluate all fundraising activities to ensure fundraising goals are achieved.
- Monitor trends in the community and adapt fundraising strategies, as necessary.
- Work directly with board and community volunteers.
- Manage donor database implementation; oversee staff responsible for data entry and gift processing.
- Develop and manage timelines for various fundraising activities to ensure strategic plans and critical fundraising processes are carried out in a timely manner.

Marketing & Branding:

- Oversee all agency branding and messaging as part of comprehensive awareness plan.
- The Marketing & Branding function of the department includes items such as printed materials, digital assets, the agency's website, social media channels and promotional items.
- In partnership with the CEO and Chief Program Officer, the CDO is expected to be an integral part of the community and foster positive community relations.
- The CDO also works with the ad hoc Marketing Committee of the Board of Directors to provide guidance, pro bono resources, and support.

Staff & Volunteer Supervision:

- Oversee the planning and execution of annual and one-time special events.
- Support agency's volunteer program, ensuring proper volunteer orientation, training, placement, and performance feedback.
- Recruit, interview, hire, evaluate, and lead development department staff
- Design, implement, and manage donor stewardship plan for development staff portfolios.
- Lead employees using a performance management and development process that provides an overall context and framework to encourage employee contribution.

Agency Mission and Goals:

- Understand and support the mission of the organization; commit to elevating mission effectiveness.
- Represent the agency with professionalism, integrity, and a commitment to excellence at all times.
- Participate in goal-setting for program objectives, strategies, and tactics.

Related Agency Activities:

- Support the CEO to ensure highly productive, day-to-day management of the organization.
- Partner with the program and finance departments to collaborate on funder updates, reports and collaborative pieces.
- Foster an understanding of philanthropy within the agency.
- Participate in periodic assessment of own performance; develop professional goals and objectives.
- Participate in staff meetings and conferences; work collaboratively with staff to meet goals.
- Engage in approved continuing education opportunities as appropriate.
- Share the duties of answering phones and greeting guests.
- Serve as an ambassador for the agency.

Minimum Qualifications:

- Bachelor's degree in marketing, business, communications, or related field.
- Minimum of five years of successful fund development experience.
- Ability to lead staff in achieving fundraising and marketing goals.
- Experience in leadership and management of development programs and staff.
- Outstanding interpersonal relationship-building and employee coaching skills.
- Knowledge of Microsoft Office programs.
- Available to work some evenings and weekends.
- Ability to provide professional references and clear extensive background checks.
- Possess reliable transportation and a valid Texas driver's license.

Preferred Qualifications:

- Experience in all aspects of grant writing, implementation, and reporting.
- Certificate in Fundraising Management or CFRE.
- Knowledge of Donor Perfect.

Physical Requirements and Work Environment:

This position requires the ability to operate phones, computers, and other office equipment, and the physical ability to perform light lifting. This person must be able to communicate effectively, both orally and in writing, with professionals. Work is typically performed in an office setting. This person may be required to travel to various locations throughout Tarrant County. Generally, the working conditions have little or no exposure to extremes in safety hazards or hazardous materials.

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Equal Employment Opportunity:

Girls Inc. of Tarrant County provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, marital status, veteran status, genetic information, or any other discrimination prohibited by law. The agency complies with all applicable federal, state, and local laws, regulations, and ordinances prohibiting employment discrimination.

TO APPLY: Send resume, cover letter, and salary requirements to Jennifer Limas at jlimas@girlsinctarrant.org by Friday, January 8th.