



JOB DESCRIPTION

DEPARTMENT: Development
TITLE: Chief Development Officer
STATUS: Exempt
REPORTS TO: President and Chief Executive Officer
REPORTING STAFF: Director of Donor Relations, Director of Communication and Grants Management and Events and Volunteer Coordinator

JOB SUMMARY:

This position oversees day-to-day fund development activities including: major gifts identification and solicitation, special events, direct mail/email, peer-to-peer/electronic outreach, foundation and corporate solicitation, and prospect identification and cultivation. The Chief Development Officer provides leadership and serves as a committed partner in developing volunteer and financial resources required to ensure that St. Anne's Mission is fulfilled. This position oversees a department of four.

ESSENTIAL JOB DUTIES:

1. Serve as a member of the Senior Management Team and assist in the achievement of St. Anne's goals and objectives;
2. Implement the fund development directives, programs and policies set by the organization within approved budgetary constraints and schedules;
3. Manage and coach departmental staff, including individuals responsible for major gifts, special events, foundation relations and database management;
4. Inspire the development staff to exceed annual goals through active involvement in donor cultivation and external relations;
5. Motivate staff in other parts of the agency to support fundraising activities;
6. Collaborate with the Board of Directors, Trustees and other volunteers to identify and cultivate prospective donors and contacts to strength and broaden St. Anne's support;
7. Represent and articulate St. Anne's mission to potential constituents, members and supporters;
8. Prepare and monitor the Department's annual operating budget;
9. Develop an annual giving plan with specific funding targets for all types of contributed income, along with timeframes, for administration and board approval;
10. Implement and achieve annual giving plan goals and objectives within approved budgetary and timeframe guidelines;
11. Investigate and pursue appropriate corporate, private and public funding sources, including partnership opportunities;
12. Monitor governmental grants and service contracts and ensure service delivery, timely reporting and renewal of funding as appropriate; ensure coordination between governmental and private funding;
13. Oversee Foundation relations, including grant writing;
14. Serve as primary staff to the Foundation Board of Trustees and guide Trustee activities;
15. Provide staff support for the Board of Directors and other Board Committees as assigned by the President and CEO;
16. Oversee all Volunteer activities and provide staff support to assist volunteers in the achievement of St. Anne's fund raising objectives;
17. Manage and expand St. Anne's annual and special events activities;
18. Collaborate with the Senior Management Team and Program Directors to develop tailored fund raising initiatives for departments and programs;

19. Oversee the development of print and electronic fundraising materials, including the website, Annual Report and Newsletter to support the development effort;
20. Ensure that St. Anne's computerized donor system and mailing list is routinely updated and monitored to ensure data accuracy and consistency;
21. Ensure that all contributions are acknowledged in a timely fashion;

QUALIFICATIONS:

1. Bachelor's Degree with at least five years of successful leadership experience fund development;
2. Demonstrated ability to think independently, strategically and creatively and then implement the strategy in a timely manner;
3. Excellent interpersonal, written and oral communication skills;
4. Capacity to work well with a range of individuals, including staff, Board members, corporate and foundation executives, public and private officials and agencies.

PHYSICAL DEMANDS:

1. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job: While performing the duties of this job, the employee is frequently required to walk, use hands to finger, handle, or feel objects, tools, or controls, and talk or hear. The employee is often required to stand and sit; reach with hands and arms; and stoop, kneel, crouch, or crawl.
2. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
3. Employee may occasionally be required to drive a motor vehicle.
4. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.