

## **Sample Job Description of a Chief Development Officer**

**Position Title:** Chief Development Officer    **Reports To:** Chief Executive Officer

### **Job Summary**

Fosters a culture of philanthropy within the organization. Assures that the organization's corporate culture, systems and procedures support fund development and vice versa. Leads staff and volunteers to institutionalize philanthropy and fund development within the organization.

Plans, coordinates and assures implementation of strategies to develop donors and contributions to support the organization. Assures development and maintenance of appropriate systems to fund development including but not limited to volunteer and donor management, research and cultivation, gift processing and recognition. Maintains accountability and compliance standards for donors and funding sources.

### **Nature and Scope of Position**

1. Participates with the chief executive officer, staff and governing body to define the organization's mission and direction.
  - a) Provides vital input in short- and long-term strategic and operational planning and positioning within the organization.
  - b) Helps leadership identify and address organizational development issues that challenge and support health and effectiveness.
  - c) Ensures that philanthropy and fund development are carried out in keeping with the organization's values, mission, vision and plans.
  - d) Participates with the chief executive officer, staff and board in charting the organization's course in fund development.
  - e) Evaluates the effect of internal and external forces on the organization and its fund development, recommends short- and long-range fund development plans and programs that support the organization's values, mission and general objectives.
  - f) Keeps informed of developments in philanthropy and fund development as well as the general fields of management and the not-for-profit sector; informs the chief executive officer, development committee(s) and board on current trends, issues, problems and activities in order to facilitate policy making. Recommends policy positions concerning fund development.
  - g) Helps develop a balanced funding mix of donor sources and solicitation programs tailored to the needs of the organization that will enable it to attract, retain and motivate donors and fundraising volunteers.
  - h) Helps establish performance measures, monitors results and helps the chief executive officer, development committee(s) and board evaluate the effectiveness of the organization's fund development program.

2. Provides general oversight of all of the organization's fund development activities, manages the day-to-day operations of the development function, and monitors adequacy of activities through coordination with staff, appropriate committees, and governing body.
  - a) Ensures compliance with all relevant regulations and laws, maintains accountability standards to donors and ensures compliance with code of ethical principles and standards of professional conduct for fundraising executives.
  - b) Ensures establishment of and compliance with the organization's own fund development and philanthropic principles, policies and procedures.
  - c) Assures stability by creating a working environment that is rewarding to staff and volunteers.
  - d) Appropriately represents the institution, its board and executive director to donors, prospects, regulators, development committee(s) and fundraising volunteers.
  - e) Fosters a smoothly operating development function through timely and effective resolution of disruptions.
3. Ensures attainment of the organization's fund development activities through the selection, development, motivation and evaluation of human resources, both professional and volunteer.
  - a) Helps the board and development committee(s) determine accountabilities for board members and fundraising volunteers and helps evaluate performance regularly.
  - b) Helps identify, cultivate, recruit, and develop fundraising volunteers and leadership. Trains, places, coordinates and supervises fundraising volunteers.
  - c) Establishes personnel accountabilities for development staff and evaluates performance regularly.
  - d) Designs educational programs in fund development for staff and volunteers; participates as teacher and facilitator. Pursues formal and informal education for self and others.
4. Works with the chief executive officer, development committee(s) chair(s) and chair of the governing board to ensure fulfillment of fund development roles and facilitate the optimum interaction between management and volunteers.
  - a) Engages people in process, encourages questioning, and promotes participatory decision-making.
  - b) With the development committee(s) chair(s), develops agendas for meetings so that the committees can fulfill their responsibilities effectively; develops an annual calendar to cover all crucial development issues in a timely fashion.
  - c) Informs the chief executive and volunteer leadership on the condition of the organization's fund development program and on all important factors influencing it.
  - d) Gets the best thinking and involvement of each board member and each fundraising volunteer; and, stimulates each one to give his/her best.
  - e) Works with the chief executive and volunteer leadership to make development committee(s) and the board function effectively in fund development.
  - e) Annually, evaluates the performance of fundraising volunteers and reports to the executive director with recommendations for board candidacy.

5. Designs and assures implementation of cost-effective fund development programs, employing economy while maintaining an acceptable level of quality and solid return on investment.
  - a) Assures proper planning including goal setting, strategy identification, benchmarking and evaluation to support fund development.
  - b) Assures sound fiscal operation of development function including timely, accurate and comprehensive development of charitable contributions income and expense budgets, reporting, monitoring and implementation.
  - c) Combines development resources in such a way as to maximize quantity and quality to obtain a set of results. Assures appropriate market testing to reduce risk and assure success.
  - d) Helps board members, chief executive, other fundraising volunteers and staff identify, cultivate and solicit charitable gifts.
  - e) Solicits contributions on behalf of the organization, generally by accompanying volunteers.
  - f) Assures development and writing of foundation, corporate and government proposals and solicitation materials.
  - g) Assures design and maintenance of donor and prospect records, gift management systems, and informational reports.
  - h) Assures appropriate prospect research.
  - i) Assures design and implementation of cultivation, acknowledgment and recognition programs.

### **Primary Relationships**

This position reports to the CEO and serves as a part of the senior management team. The position supervises the following positions:

Within the agency, the position has primary relationships with the financial operation, senior management staff, and program staff. Outside the agency, the position coordinates with the governing board, fundraising volunteers, donors and funding sources.

### **Performance expectations**

As a member of the senior management team, this is a high-stress position that helps set the direction and ensures the health of the institution. The individual is expected to be a competent fundraising technician and an excellent organizational development specialist.

The individual is expected to: Translate broad goals into achievable steps. Help set and manage appropriate expectations. Handle detailed, complex concepts and problems and make rapid decisions regarding management and development issues. Plan and implement programs. Establish strong and appropriate relationships with CEO, staff, governing board, volunteers, donors and the general community. Develop smooth and constructive relationships with people from all segments of the community.

The individual is expected to: Plan and meet deadlines. Maintain a flexible work schedule to meet the demands of executive management. Demonstrate initiative and work as a team player.

The individual is expected to: Adhere to the highest ethical standards in management, governance, and fund development. Convey a professional and positive image and attitude regarding the organization and the not-for-profit sector. Demonstrate commitment to continued professional growth and development.

## Qualifications

Comprehensive management skills and experience are required including but not limited to short and long-term planning, evaluation, directing and motivating staff, oral and written communication skills, marketing and financial management, values clarification, organizational behavior and development, and governance.

The position requires demonstrated experience in managing and implementing a comprehensive fund development program and producing charitable contributions. The individual is expected to be a highly competent enabler of volunteers and staff.

Knowledge and experience in the following areas is required: the nature and dimensions of philanthropy, ethics, motivations for giving and volunteering, research and cultivation practices, standard fundraising techniques including face-to-face solicitation, proposal writing, special events, telephone solicitation, and direct mail, and, development office functions including gift processing, prospect and donor histories, and fundraising reporting. The individual is also expected to have demonstrated experience and confidence in asking people to contribute time and money. Familiarity with computer systems is necessary.

The amount of knowledge required would typically be acquired in a bachelors degree and a minimum of 7 years fundraising experience in a professional position. Membership in a professional fundraising association is expected of a professional. Baseline certification in fund raising, the CFRE (Certified Fund Raising Professional) is preferred.

Note: If you are interviewing candidates for this position, you need to know what kind of knowledge and skills a development officer must have. So check out the *Domains of Knowledge and Skills* documented by CFRE International. Visit [www.cfre.org](http://www.cfre.org) and check out the *Test Content Outline*, which gives you the information.