



Position Title: Chief Development Officer
Position Type: Full-Time, Exempt
Location: Communities In Schools of Ohio (CIS), Columbus Ohio
Reports to: Executive Director & CEO

Position Summary:

Reporting to the Chief Executive Officer (CEO), the Chief Development Officer (CDO) oversees the activities of the development department. The CDO will assist the CEO with financial priorities with a focus on prioritizing contributions and donations. The CDO will lead a team of high performing development professionals to manage and implement the fundraising strategy for the organization.

A specific emphasis is placed on managing and building relationships with corporations and foundations, as well as with individuals and prospects to maximize financial resources to help CIS achieve its revenue and strategic objectives. The role is responsible for ensuring the organization meets its annual revenue fundraising goals.

Reporting to the CEO, the Chief Development Officer will lead a development team responsible for achieving the organization's fundraising goals including major gift solicitation, grant writing, external communications, and event planning. Additionally, the CDO will serve on the CIS leadership team, helping to drive and support organizational initiatives and projects.

The principal responsibility of the CDO is to develop and implement the processes and structures needed to secure current and future financial needs. In addition, the CDO will effectively manage a development team and work closely with the CEO to engage in externally facing activities, and ensure the successful achievement of the following:

Key Responsibilities:

The Chief Development Officer will be responsible for planning, developing, executing and managing a comprehensive fundraising plan for Communities in Schools that aligns to the organization's mission and vision.

Fundraising Strategy and Execution

- Establish short- and long-range goals for restricted and unrestricted funding sources and lead the development team in developing strategies to approach current and potential donors.
- Manage, hire, and retain a team of development professionals responsible for the strategy and execution of a board identified revenue fundraising campaign; plus manage different aspects of the development pipeline.
- Partner with the CEO, Board Members, and staff to develop and implement a strategic and diversified fundraising plan that meets current and future goals and growth.
- Lead and collaborate with the development team in researching and writing compelling grant proposals and reports for foundations, government funders and corporate supporters.
- Implement a high-quality stewardship program that engages, recognizes, and thanks supporters, to strengthen their relationship with the organization.
- Oversee and/or partner in the planning and implementation of special events to raise awareness and fundraise for Communities In Schools. Events include, but are not limited to: annual galas or benefit dinners, charity auctions, school supply drives, volunteer appreciation events, golf tournaments or sports-related fundraisers, virtual fundraising campaigns, networking mixers with local businesses and community leaders, and educational workshops or conferences.

Major Gift / Donor Support

- Steward major donors, board and Giving Circle donors with the intent to retain or upgrade gifts when possible.
- Develop innovative strategies to promote and increase individual giving.
- Identify, cultivate, solicit, and steward a portfolio of current and future major donors.
- Work with development staff to increase participation in CIS giving circles with major individual donors.

External Relations

- Serve as a representative of CIS by attending community events on a regular basis.
- Establish and build relationships in corporate, foundation, government, and education sectors to secure both monetary and in-kind multi-year support.
- Oversee the development team in the overall execution of a communications and marketing strategy including, planning and implementation of communications and public relations activities, the production of new and review of existing promotional materials, overseeing web content management, e-newsletters, and social media.

Financial Reporting

- Oversee reporting requirements, deadlines, processes, and procedures for capturing, maintaining, and reporting accurate revenue.
- Provide periodic revenue reports to the CEO, board, and senior leadership team.
- Oversee and manage revenue, department, and event budgets.
- Oversee Bloomerang donor management system to ensure that the integrity of donor data is correct.
- Work with the development team to ensure gifts are processed and acknowledged in a timely manner.
- Ensure accurate maintenance of records and donor information in the Salesforce database and in local network and paper files.
- Manage pledge collections to successfully meet or surpass quarterly revenue goals.

Corporate and Foundation Management

- Successfully steward current corporate and foundation donor relationships, through managing appropriate frequency of outreach, communication, and involvement.
- Manage the identification and cultivation of new corporate and foundation partnerships, as well as the grant proposal and reporting processes for these supporters.
- Develop a school sponsorship process that involves identifying, securing, and nurturing potential school sponsors, and connecting them to ongoing engagement opportunities.

Board Management and Engagement

- Participate in board meetings and prepare monthly, quarterly and annual reports as requested by the CEO and board.
- Collaborate and support the Board Chair, Development Committee Chair, and direct board members in their outreach and fundraising goals on behalf of CIS.
- Work with the CEO and senior staff to lead Communities In Schools Advisory Board (“Board”) management and staff the Development Committee as a member of the senior leadership team.
- Work with the Executive Director, Board Chair and Development Committee Chair to ensure 100% participation in the Board giving campaign.

Organizational Initiatives

- Help shape organizational strategy and play a leadership role in implementing operating plans as a member of the Senior Leadership Team.
- Work collaboratively with other departments on a frequent basis and with Communities In Schools' national headquarter staff, as appropriate.
- Attend national Communities In Schools events, training workshops, or conferences (virtual or in person)
- Assume other tasks as delegated by the CEO.

QUALIFICATIONS

- Bachelor's degree required; CFRE preferred.
- Minimum of eight (8) years of experience in development, fundraising, or a related field.
- Team management/leadership experience with a focus on strong interpersonal, supervision, administration and management skills
- Proven ability to build and lead a diverse team to meet or exceed fundraising goals.
- Strong and proven track record of raising funds from diverse sources, including major gifts from individuals, foundations, corporations
- Experience asking for and securing major support in various markets with established relationships with local business and community leaders.
- Knowledge, understanding and relationships with various donor communities (i.e., Central Ohio, Northeast Ohio, Southwestern Ohio, etc.)
- Proficiency in Microsoft Office programs and familiarity with donor management/tracking systems (i.e. Bloomerang)
- Ability to deliver inspiring and succinct presentations and conduct productive meetings.
- Excellent organizational skills, sound judgement, and the ability to problem solve and think critically
- Demonstrated commitment to accountability, measuring outcomes and a results-oriented culture
- Strategic planning and project management skills
- Solid, persuasive verbal and written communications skills.
- Passion for the CIS mission as well as a passion for youth.

CORE COMPETENCIES

- Strategic thinker with the ability to manage short term and long-term plans and goals, with a record of achieving results.
- Proven track record of building and implementing systems and structures that support significant growth.
- Authentic persona who is highly energetic and a natural collaborator.
- Strategic, analytical approach combined with a strong work ethic, interpersonal professionalism and charisma
- Results-focused, highly organized self-starter who works effectively with others and independently
- Demonstrated ability to lead manager and directors in creation and implementation of multi-faceted operating plans
- The ideal candidate will possess sound judgment, strong emotional intelligence, and an entrepreneurial spirit.