

## Job Description

### CHIEF DEVELOPMENT OFFICER



**SUMMARY:** (1) To develop and implement long and short-term plans for identifying and cultivating new revenue sources and maintaining relationships with current sources in the public and private sectors, including both cash and in-kind donors; and (2) To increase the awareness of the Communities In Schools (CIS) of Atlanta brand and value by key stakeholders and the general public.

**REPORTS TO:** Chief Executive Officer (CEO)

**EMPLOYMENT STATUS:** Exempt

**SPECIFIC DUTIES:** Duties of the Chief Development Officer include, but are not limited to the following:

- Develop annual and long-term fundraising plans based on targets established in the organization's strategic plan;
- Develop and sustain relationships with existing foundation, corporate, individual and government donors to maintain and increase their support for CIS programs;
- Identify, secure and communicate with new donors, sponsors, and service partners;
- Compile and submit grant proposals and reports;
- Provide staff support for the board of directors' Resource Development Committee;
- Manage special sponsorship events designed primarily to raise funds for or increase awareness of CIS;
- Manage the donor database to develop profiles, track contacts and correspondence, and record contributions received;
- Ensure that data is accurately collected and reported to assess the volume and value of all donated services, volunteer hours and other in-kind resources;
- Manage all employees, interns or volunteers assigned to the Development department. Supervise the work of any development consultants, including current grant writing and event consultants. Work to include and integrate designated program staff on community relations, marketing, grants management, stewardship and donor cultivation;
- Oversee planning, successful execution and follow up of CIS of Atlanta's annual gala, "Choose Success," and work to gradually increase the size of and revenue generated by the event.
- Represent CIS of Atlanta at agency and community meetings as requested;
- Attend Executive Team meetings and take an active role in development of organizational strategies;
- Carry out other duties as determined by the CEO for the successful operation of the program.

**QUALIFICATIONS:**

- Bachelor's Degree (Master's Degree preferred) in public relations, marketing, communications, nonprofit management or a related field;
- CFRE certification preferred.
- Minimum ten (10) years of proven success in development and media/community relations with significant experience managing major gifts relationships, including a proven track record of soliciting and closing large individual gifts.
- Demonstrated success in fundraising, stewardship and marketing targeted individuals, foundations and corporations and thorough knowledge of development best practices.
- Ability to provide leadership, think strategically and participate in high-level development discussions;
- Knowledge of foundation, corporate and government grant processes and grant writing;
- Excellent communication, presentation and written skills;
- Experience with event planning;
- Detail-oriented and able to analyze data and make projections;
- Able to work independently, meet multiple deadlines, be resourceful and function as an effective team member;
- Demonstrates strong commitment to CIS mission (previous experience with Communities In Schools preferred)

but not required);

- Prefer candidates with individual, corporate and foundation contacts;
- Valid Georgia driver's license and proof of vehicle liability insurance.
- Able to pass a criminal background check.
- Must be Willing to travel, as job requires

**COMPETENCIES:** To perform the job successfully, an individual should demonstrate the following competencies:

- **Analytical** - Synthesizes complex or diverse information; Collects and researches data; Uses intuition and experience to complement data.
- **Problem Solving** - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.
- **Project Management** - Communicates changes and progress; Completes projects on time and budget.
- **Technical Skills-Interpersonal Skills** - Focuses on solving conflict; Maintains confidentiality; Listens to others without interrupting.
- **Oral Communication** - Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings.
- **Written Communication** - Writes clearly and informatively.
- **Teamwork** - Exhibits objectivity and openness to others' views; Able to build morale and group commitments to goals and objectives.
- **Organizational Support** - Follows policies and procedures; Completes administrative tasks correctly and on time; supports organization's goals and values; Benefits organization through outside activities.
- **Motivation** - Sets and achieves challenging goals; Demonstrates persistence and overcomes obstacles.
- **Planning/Organizing** - Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources.
- **Professionalism** - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.
- **Adaptability** - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.

To submit an application for this position, log onto [www.ourfundraisingsearch.com](http://www.ourfundraisingsearch.com) and submit your resume and cover letter. If you have application questions, please email them to [ourfundraisingsearch@gmail.com](mailto:ourfundraisingsearch@gmail.com).