

## Gateway Center

**Job Title:** Chief Development Officer

**Reports To:** CEO

### POSITION SUMMARY:

Gateway Center seeks an experienced, highly motivated, dynamic and inspiring strategic leader with superior relationship skills and demonstrated success in building capacity and increasing revenue to become its Chief Development Officer. This is a unique opportunity to partner with an energized, engaged board to strengthen and diversify the funding profile of Gateway Center. The successful candidate must have demonstrated success as a revenue builder, understand the role of marketing and volunteerism in fundraising, be a highly articulate communicator skilled at making a compelling case for support, an effective writer and have an authentic passion for Gateway Center.

Reporting to the CEO, the Chief Development Officer plans, coordinates and assures implementation of fund development strategies to secure financial and in-kind contributions to support the organization. The Chief Development Officer assures development and maintenance of appropriate systems to fund development including but not limited to volunteer and donor management, stewardship and cultivation, gift management and acknowledgement, securing major gifts, and ideating and executing campaigns. He/she maintains accountability and compliance standards for donors and funding sources according to the Association of Fundraising Professionals Code of Ethics and Standards and Donor Privacy Policy.

This position plays a critical role in shaping and implementing the organization's overall revenue strategy and, as a member of the Leadership Team, advising on optimal revenue strategies. Critical priorities for the Chief Development Officer will be to achieve or exceed current annual goals, and to build a program that ensures long-term, sustainable and transformative growth. The person will also have day-to-day responsibility for planning, implementing, and managing all fundraising-related activities including engaging a larger, broader and more diverse audience; managing development staff and partnering throughout the organization; managing and overseeing the grants process for the agency in collaboration with assigned staff; and collaborating on all donor-facing marketing and branding efforts.

### PRINCIPAL ACCOUNTABILITIES:

- Develops and executes aggressive fundraising plan and strategies to secure resources from individuals, corporations, foundations, city, state and federal funding sources, and other private, public, and non-profit entities via annual giving, memorial gifts, major gifts, planned giving initiatives and endowment building activities.
- Oversees the preparation and timely submission of grant applications, application amendments, grant reports and budget transfers.
- Prepares or participates in writing federal, state, local government, and foundation grants and reports.
- Helps establish performance measures, monitors results and helps the CEO, development committee(s) and board to evaluate the effectiveness of the organization's fund development program.
- Leads all aspects of the development department and builds a strong and nimble development team through recruitment; professional development; performance management; and motivational leadership.
- Provides strategic oversight of the donor database system and builds a best practices environment to support the development of external engagement efforts.

- Is transparent and accountable in creating high-quality reporting in partnership with program staff for donors and progress reports for the Board of Directors. Collaborates with the CEO/CFO to ensure appropriate processes to support reporting requirement.
- Cultivates effective relationships with the board, current partners, and others who can positively impact new revenue stream generation.
- Develops strategic relationships to expand the reach, organizational awareness and programmatic capabilities of Gateway Center.
- Leads corporate partner cultivation, serving as primary relationship manager and personally solicits high-level gifts from a portfolio of current and prospective donors.
- Systematically identifies, cultivates and stewards major gift donors.
- Deepens all donor alliances through regular, relevant communications and stewardship; and expands the donor base and partnership opportunities.
- Maintains a significant portfolio of principal donors and facilitates relationships between donors and CEO.
- Collaborates across departments to create an environment that nurtures a fundraising mindset throughout the organization.
- Maintains an in-depth knowledge of applicable federal and state laws and regulations pertaining to the funding agencies' activities and grant making and assures Gateway Center compliance.
- Participates in community events or with community groups relevant to the agency's mission
- Fosters an environment of cohesiveness, collaboration and achievement and ensures staff accountability for excellence through clearly defined and measurable goals. Creates a climate that promotes respect for others and acceptance of alternative ideas and approaches, as well as the highest ethical standards and practices. Embraces diversity as a strategic advantage.
- Serves on sub-committees of the board of directors as directed.
- Performs other duties as assigned

#### QUALIFICATIONS:

- Master's degree preferred. Bachelor's degree accepted in non-profit management, fundraising, public administration, business or related field. CFRE candidates will receive priority.
- Five (5) years direct fundraising experience preferred.
- Five (5) years of management experience (preferably in a non-profit environment) with at least three (3) years in a senior management capacity preferred.
- Demonstrated record of innovative and entrepreneurial leadership within the nonprofit, philanthropic or private sector.
- Proven track record of developing successful partnerships with companies, and proven track record of personally developing strategies, cultivation, solicitation and stewardship of major and institutional donors at six-figure levels preferred.
- Experience building a comprehensive fundraising operation aligning multiple aspects of revenue development preferred.
- Demonstrated experience training and working with executives, senior staff and board members on development-related activities, providing them with quality support, and increasing their comfort with and success in fundraising.
- Strong interpersonal skills with the intellectual and emotional depth, maturity and collaborative skills to work effectively across all levels of the organization and with corporate partners.
- A strong work ethic, ability to maintain and model high personal, ethical and professional standards, as well as an outgoing and positive personality.
- Previous experience with Salesforce or Razor's Edge NXT a plus.

#### PHYSICAL DEMANDS:

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is required to stand; walk; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

#### WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

While performing the duties of this job, the employee is regularly exposed to airborne pathogens. The noise level in the work environment is usually moderate.

#### EQUAL EMPLOYMENT OPPORTUNITY COMMISSION:

Gateway Center is an Equal Opportunity Employer and does not discriminate on the basis of race, color, creed, national origin, ancestry, religion, age, citizenship, sex, marital or veteran status, disability or handicap, sexual orientation or any other basis prohibited by applicable law. Gateway Center also takes affirmative action to employ, and advance in employment, qualified women, minorities and covered veterans. Gateway Center also makes reasonable accommodations for qualified individuals with disabilities, in accordance with the Americans with Disabilities Act and applicable state laws.

This is a full-time position. Salary is commensurate with experience and qualifications.

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).