



Job Title: Chief Development Officer

Reports To:

Classification:

Supervisory Responsibilities:

Date: 4/27/21

Chief Executive Officer

Exempt

Director of Marketing and Communications

Development Relationship Manager

Development Operations Manager

Our Mission: Grace Place puts faith into action – providing pathways out of poverty by educating children and families.

Summary/Objective:

The Chief Development Officer (CDO) is an executive position dedicated to developing sustainable support for Grace Place for Children and Families. The CDO will report to and work with the Chief Executive Officer (CEO), the Executive Leadership Team and the Board of Directors and the Development Committee to drive strategic fundraising efforts and foster a culture of philanthropy throughout the organization. The CDO will be responsible for building the philanthropic strategy for the Campus Expansion Campaign, Endowment and Annual Fund and execute this strategy through cultivating relationships with major philanthropic individuals, organizations, foundations and corporations. The CDO is also responsible for driving all communication and volunteer efforts aimed at developing sustainable support for the mission to provide pathways out of poverty by educating children and families.

Essential Duties and Responsibilities:

- Responsible for driving the development and execution of a comprehensive development strategy and tactical plan for the Grace Place Annual Fund, Planned Giving and Endowment needs.
- Responsible for the development and communication of the Case for Support.
- Responsible for the continued acquisition, retention, and development of the major donor pipeline.
- Responsible for the management and execution of comprehensive non-federal grants portfolio; both family foundation grants and institutional grants, maintaining accountability and compliance standards for donors and grants, working closely with program and finance to ensure compliance with all grant awards.
- Responsible for the development and execution of a comprehensive marketing and communications plan, including direct mail, e-marketing, web initiatives, social media, and print and television media, with a goal of identifying major donor prospects and continued growth of Annual Fund donor base, as well as increase awareness of Grace Place within the Naples philanthropic community.
- Responsible for the successful execution of the organization's signature fund-raising special events while exceeding industry standards for expense to income ratio.
- Responsible for the development and execution of a comprehensive donor stewardship and acknowledgement program for all donors, to include cultivation, stewardship, and recognition events.
- Responsible for accurately maintaining the donor data base and all donor files with oversight of accurate gift entry and monthly reconciliation.
- Responsible for the successful management of department wide expense budget.
- Responsible for all development reporting to the CEO and Board of Directors.
- Works with Board Members to identify, cultivate and solicit prospective donors and corporate sponsors; coordinates and facilitates the Board's involvement in meeting fund raising goals.
- Responsible for the successful management and acknowledgement of Grace Place Volunteers to ensure adequate and effective support for program execution and to develop a pipeline of philanthropic giving and advocacy.
- Expected to provide effective organizational leadership as part of the Executive Leadership Team.
- Performs any other duties or responsibilities as requested.

Qualifications:

Education:

- Bachelor's degree.

Experience:

- CFRE and Capital Campaign experience preferred.
- Minimum five years of progressive fundraising experience.
- Functional expertise in the use of Raiser's Edge (or similar fundraising database).

Knowledge, Skills and Abilities:

- Professional, confidential, honest, and reliable person. Must have an even disposition with a poised confidence and have the ability to deal effectively and politely with people from different backgrounds, experience levels and in all types of situations. Must have the capability to evaluate problems accurately and display good judgment.
- Will have access to and use of confidential information pertaining to donors, supporters, volunteers, and constituents and must have a good sense of diplomacy.
- Highly organized, detail-oriented, dead-line driven, and have the ability to work independently, competently and efficiently in a multi-task environment.
- Effective verbal, written and interpersonal communication skills.
- Perform the physical requirements necessary to meet job requirements.
- Personal qualities of integrity, credibility, and a commitment to and passion for the mission of Grace Place.

Additional Information:

What: As members of the Grace Place team we all value and support the Grace Place Vision, Mission, Faith Statement and Organizational Core Values.

Work Environment: Ex. Position requires working in numerous locations which include varied temperature, noise level, and other factors that may affect a person's working conditions while performing the job.

Position Type and Expected Working Hours: Fulltime or Part-time (part time is defined as someone who is working 40 hours or less a week).Ex. Expected working hours of approximately 9am-5pm Monday through Friday, including some evenings and weekends as needed.

Travel: Ex. Travel up to 20% - mostly locally between Naples, Bonita Springs, Estero, and South Fort Myers

Physical Demands: Ex. Bending, sitting, and standing for long periods of time. May require lifting objects weighing up to 20 lbs. as needed. Driving required regularly.

Essential Physical Functions: Ex. Driving a student bus

Additional Eligibility Qualifications: Ex. Valid driver's license, CDL (or willingness to obtain CDL), Level II background check, and drug-testing

Grace Place Organizational Competencies:

The following competencies are organizational in nature in that all Grace Place employees are expected to exhibit these competencies and will be part of the basis for their performance evaluation.

Work Ethic and Commitment: Extent to which the employee takes pride in his or her work, and is dedicated and committed to excellence in personal goals and organizational mission. Extent to which a significant volume of quality work is performed efficiently in a specified period of time; employee is a peak performer with a high energy level.

Initiative and Problem Solving: Degree to which employee takes active steps to set and achieve tasks/goals on a timely basis. Is a self-starter and solution-seeker who possesses a sense of urgency and takes action with minimal instruction. Is able to identify issues/problems and possible solutions and is willing to act on the solutions.

Service Orientation: Extent to which the employee understands and exhibits behaviors that enhance and improve the experience of various stakeholders: students/families, volunteers, donors/supporters, and community partners. Knows and acts upon what it takes to deliver value. Makes a genuine effort to listen to stakeholders and seeks to understand and resolve needs/issues.

Judgment and Decision Making: Ability to arrive at sound decisions in a timely manner with positive results. Understands and utilizes core values of organization and relevant policies and seeks appropriate guidance when needed.

Quality, Care, and Dependability: Extent to which work is accurate, thorough, and neat. Degree of reliability in performing tasks, following instructions and meeting deadlines. Employee possesses the ability to produce reliable work without follow-up or inspection.

Teamwork and Interpersonal Relations: Extent to which employee is positive and projects a willing-to-please attitude, cooperation, and team spirit. Understands goals of the department, as well as collaboration with other departments, and is willing to accommodate the personnel, tasks, and situations involved in order to accomplish department and organizational goals. Consider employee relationships with other staff, volunteers, students/families, and community partners.

Communication Skills (oral and written): Communicates effectively and accurately both orally and in writing with individuals and groups; presents ideas in an organized, clear and concise manner; employs tact and discretion; listens well; offers appropriate feedback. Listens to others. Communicates with a clear message and is open to different perspectives. Ensures that the receiver hears and understands the message.

Job Knowledge and Technical Skills: Extent to which the employee possesses the practical and technical knowledge of duties, functions, work safety procedures, policies, and takes responsibility for reviewing and up-grading areas of expertise and development of new skills as needed.

Planning and Organizing: Level of effectiveness in planning and organizing daily work. Ability to achieve short- and long-range objectives. Assess organization of work and time management skills.

Professional Image: Extent to which the employee projects a professional image through appearance, conduct, and work areas.

Equal Employment Opportunity Statement:

Grace Place values diversity in the workplace and among our partners and other stakeholders. It is the policy of Grace Place to provide equal employment opportunities to all qualified employees and applicants on the basis of experience, training, education, and ability to do the available work without regard to race, color, religion, sex, national origin, age, disability, marital status, pregnancy, veteran status, sexual orientation, gender identity, genetic information or any other protected characteristic under applicable law. This policy relates to all phases of employment, including, but not limited to, recruiting, employment, placement, promotion, transfer, demotion, reduction of workforce and termination, rates of pay or other forms of compensation, selection for training, the use of all facilities, and participation in all company-sponsored employee activities. Provisions in applicable laws providing for bona fide occupational qualifications, business necessity or age limitations will be adhered to by Grace Place where appropriate. Employees and applicants shall not be subjected to harassment, intimidation or any type of retaliation because they have (1) filed a complaint; (2) assisted or participated in an investigation, compliance review, hearing or any other activity related to the administration of any federal, state or local law requiring equal employment opportunity; (3) opposed any act or practice made unlawful by any federal, state or local law requiring equal opportunity; or (4) exercised any other legal right protected by federal, state or local law requiring equal opportunity. The above-mentioned policies shall be periodically brought to the attention of supervisors and shall be appropriately administered. It is the responsibility of each supervisor at Grace Place to ensure affirmative implementation of these policies to avoid any discrimination in employment. All employees are expected to recognize these policies and cooperate with their implementation. Violation of these policies could be considered a disciplinary offense.

Disclaimer: This job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee. Other duties, responsibilities and activities may change or be assigned at any time with or without notice.