



Job Description

The position description is a guide to the critical duties and essential functions of the job, not an all-inclusive list of responsibilities, qualifications, physical demands and work environment conditions. Position descriptions are reviewed and revised to meet the changing needs of the organization at the sole discretion of management.

FUNCTIONAL JOB TITLE: Chief Development Officer

DEPARTMENT: Resource Development

REPORTS TO: President and CEO

FOR HUMAN RESOURCES ONLY

FLSA EXEMPT: Exempt

DATE: 2017

AUTHORIZED BY:

Primary Function:

The Chief Development Officer oversees revenue of \$5 million dollars and is expected to increase the dollars raised by 4% annually. The Chief Development Officer of Resource Development provides comprehensive management for all revenue associated with campaign and individual gift strategies. The Chief Development Officer works to identify and cultivate all sources of revenue, including working with high-end donors. The Chief Development Officer supervises a resource development team to achieve annual goals set with the President & CEO and the Board of Directors. The position will report directly to the President & CEO.

Core Responsibilities:

- In conjunction with the President & CEO, the Board of Directors and key campaign volunteers, develop goals, time frames and strategies that assure campaign success and goal achievement for all revenue centers.
- Develop, monitor and manage the Resource Development Department.
- Direct and oversee the work of the Board of Directors related to strategy development, new business development, coordinate major gift requests, and identification of priority CEO calls and preparation

of CEO call proposals.

- Provides direct supervision to all account executive staff in fulfilling their responsibilities. This includes providing assistance with account analysis, campaign planning, adherence to time frames and implementation of best practices.
- Directly responsible for overseeing a major gifts program, Leadership Giving program and direct mail efforts..
- Oversee donor database administration and donor acknowledgement and communications.
- Oversee development of and adherence to organizations operating budget.
- Collaborate with the Marketing & Communications Department to:
 - Preparation of all material.
 - Implementation of donor recognition events.
 - Appropriate public recognition companies.
 - Regular communications with donor/prospects regarding impact and value of United Way
- Coordinate continuous staff education and training programs based on identified needs.
- Oversee all volunteer training, including campaign cabinet members, loaned executives and employee campaign managers as needed.
- Effectively utilizes labor contacts to assure union participation.
- Analyze performance of all accounts and tracks progress toward goals
- Maintain up to date and accurate reports on all account activity.
- In conjunction with United Way senior management, responsible for cultivating relations with CEOs and senior management of all priority accounts and bringing these individuals, when possible, into key volunteer positions within the organization.
- Responsible for overseeing and providing support to the work of the Long Island Insurance Community Committee and assuring all the financial goals are achieved.
- Attend relevant public/business functions representing the United Way as needed.
- Maintain effective and continuous communication with President & CEO and select volunteers regarding campaign progress.
- Works with Finance & Administration Department to assure data base includes accurate information.
- Serve as a member of the Senior Management Team.
- May be assigned other tasks and duties reasonably related to job responsibilities.

Educational Requirements:

- Bachelor's degree in related field.

Skills and/or Experience Required:

- Ten years fundraising experience.
- Strong staff and project management skills.
- Ability to operate a personal computer and familiarity with automated office support systems and applications.
- Knowledge of databases administration
- Ability to effectively communicate with all levels of management, staff, volunteer leaders and public officials.

Communication Skills:

- Ability to respond to inquiries or complaints, including those of a sensitive and confidential nature, from any of the following, if applicable, under a variety of circumstances, including adversarial situations, but not limited to: donors, volunteers, managers, employees, vendors or applicants.
- Excellent business writing and communication skills with the ability to effectively present information to clients, top management and staff in verbal and written formats.

Mathematical Skills:

- Ability to perform basic mathematical skills, such as addition, subtraction, division and multiplication.

Reasoning Skills:

- Ability to define problems collect data, establish facts and draw valid conclusions.
- Ability to solve practical and intellectual problems utilizing principles of logical thinking.
- Ability to work within general guidelines and minimal supervision.
- Ability to organize, prioritize and execute responsibilities in the face of conflicting priorities or unexpected situations.
- Ability to recognize the need for confidentiality of information and to maintain such confidences.

Physical Demands:

- Regularly required to speak clearly and hear the spoken word well.
- Regularly required to physically operate routine office equipment such as telephones, computers, etc.
- Regularly required to utilize near vision ability to read data and documents, including spreadsheets and reports, in printed form and on computer screens.
- Regularly required to lift boxes of materials for sorting and distribution. Required to transport campaign material to various locations.

Work Environment:

- Noise level is consistent with levels usually present in an office environment.
- Hazards present are consistent with those common to an office environment.