Job Title: Chief Development Officer  
Reports to: President & CEO  
Supervises: Development Team Members  
Location: Pittsburgh, PA  
Salary Range: $120,000 to $140,000 (negotiable)

Essential Duties/Responsibilities:

- Meet or exceed annual fundraising goal.
- Lead strategic vision for fund development.
- Network with high net-worth individuals and the corporate, foundation, government, business and nonprofit circles to promote Make-A-Wish awareness and cause for support.
- Work with the Board of Directors to manage and encourage individual fundraising plans and leverage members’ networks and experience.
- Work with the CEO to effectively and efficiently utilize the CEO’s time in meeting with donors.
- Design and implement a moves management/relationship-focus to fundraising programs through a new CRM (Salesforce). Note: the chapter is moving from Raisers Edge to a new Salesforce CRM in June 2022.
- With the CEO, establish fundraising goals/benchmarks and an evaluation procedure for the development team as a whole and for each individual member.
- Work with Major Gifts Officer to enhance the major and planned giving program to reach and exceed annual goals.
- Focus on the optimal combination to continue an existing diversified revenue sources – annual giving, major giving, board giving, multiple-year pledge/sustained giving, planned giving, workplace/school giving, foundation/corporate grants, individual/corporate giving, endowment and internal/external events.
- Work with the COO and the Donor Care team to keep its donor database up-to-date and ensure acknowledgement, recognition and proper stewardship.
- Work with the COO and CFO to assist in the development of an annual development budget and maintain timely progress reports on budget-to-actual for the CEO.
- Work with the COO and the Marketing team on its ongoing digital fundraising strategy.
- Continue efforts to maintain an active and consistent process to manage donor cultivation and stewardship efforts.
- Continue work to enhance national sponsorship opportunities in local markets.
- Work with the Marketing team to ensure all communication and collateral are on-brand with consistent messaging.
- Serves as a member of the Leadership Team
- Supports the national office as a member of the development network of professionals
- Execute other duties as assigned by the CEO.
Job Qualifications and Requirements:

**Education:** Bachelor’s degree in Non-profit Administration, Communications, Marketing or related field or equivalent experience.

**Experience:**
- Ten years of development and management with a background in nonprofit fundraising.
- A proven track record of successfully raising millions in funding.
- Supervisory experience required.

**Computer/System Skills:** Microsoft Office and database management software. Raisers Edge and/or Salesforce experience preferred.

**Professional Experience:**
- Believe in the mission and vision of Make-A-Wish.
- Ability to maintain a flexible work schedule to meeting the demands of executive management.
- Experience in managing and implementing a successful, comprehensive fund development program and an annual development work plan to achieve goals.
- Experience in developing a pipeline for major gift prospects and donors.
- Attendance at events as required.
- Ability to work with minimal supervision, to manage multiple priorities and to work in a deadline driven environment.
- Skilled in written and oral communications.
- Ability to develop budgets and monitor budget-to-actual activity.
- Be an effective leader, with a high level of integrity, trustworthiness, flexibility, compassion and humor necessary to run a large team and the creativity and persistence to elicit new thinking and ideas.

Organization has an excellent benefits package and a rewarding work environment. Email cover letter, resume, salary requirements and three references by Friday, May 27 to Make-A-Wish at resumes@greaterpawv.wish.org. No calls please. EOE.