



## Chief Development Officer

**Summary:**

Make-A-Wish Greater Los Angeles creates life-changing wishes for children with critical illnesses throughout LA County. One of 60 national chapters, Make-A-Wish Greater LA has reached nearly 10,000 children throughout the city of angels since its inception 35 years ago. For more information, visit [www.la.wish.org](http://www.la.wish.org) or see us on [Facebook](#), [Instagram](#) or [Twitter](#).

**This position is responsible for:** The Chief Development Officer leads the organization's comprehensive development program to support significant and continued organizational growth. S/he is responsible for taking current activities to new levels and developing strategies for increasing the organization's revenue generating capabilities in an efficient, sustainable and reliable manner. Reporting to the CEO and working closely with the Board of Directors, s/he is a key member of the leadership team and is responsible for managing and directing professional staff and volunteer committees towards high levels of performance and enrichment.

**Reports to:** Chief Executive Officer

**Responsibilities:**

- Advises the CEO, board members and staff of current resources, trends, obstacles, and developments in revenue generation and donor relations
- Establishes and implements short and long-term resource development strategies, goals, objectives, and strategic planning in conjunction with the CEO and Board of Directors
- Acts as the staff liaison with the Board's Development Committee
- Develops, in tandem with the development team, finance team and CEO, the organization's resource development budget, monitors team performance on a monthly basis and maintains an ongoing forecast for year-end projections
- Oversees staff support to Board of Directors, stakeholder groups, and the CEO for highest level of donor cultivation and solicitation activities
- Defines metrics and measurements that quantify performance against goals
- Proactively ensures the organization develops strong long-term relationships with large scale individual, foundation and corporate funders
- Personally builds key relationships to ensure development goals are achieved
- Is an active solicitor of major gifts
- Helps develop a balanced funding mix of donor sources and solicitation programs tailored to the needs of the organization that will enable it to attract, retain and motivate donors and fundraising volunteers
- Develops innovative recognition opportunities, materials and events for continuity and donor stewardship
- Leads the development of all donor appeal, stewardship and cultivation collateral materials
- Keeps informed of developments in philanthropy and fund-development
- Serves as a member of the senior management team by participating in establishing overall goals, policies and a culture of working together to achieve the organization's mission
- Adheres to all Make-A-Wish America performance standards and Make-A-Wish Greater Los Angeles internal controls, policies and procedures
- Other duties as assigned



**Candidate Profile:**

The ideal candidate would possess a passionate commitment to our mission and would have:

- Bachelor's degree or higher in marketing, business, or nonprofit fundraising
- Successful track record of fundraising achievements and leadership of a nonprofit development team, preferably in the LA metro area
- Seven to ten years' experience in a similar, all-encompassing role, with a broad range of development experience in major gifts, annual fund, foundations, corporations and events
- Strong interpersonal, decision-making, and leadership skills
- Excellent verbal and written communication skills
- Analytical thinking and ability to analyze data
- Ability to establish and maintain effective working relationships with staff, board members, volunteers, community groups and other related agencies
- CFRE preferred
- Donor database experience (Raiser's Edge experience preferred)
- Proficiency in Microsoft Office

**Interested applicants should email cover letter, resume and salary range requirement to:**  
[hr@la.wish.org](mailto:hr@la.wish.org)

