

CHIEF DEVELOPMENT OFFICER

OVERVIEW

Reporting to the Executive Director, responsible for developing and implementing a fund development plan and moves management strategy that achieves the fundraising goals of the organization. This includes: Developing and maintaining a portfolio of 100-125 donors and prospects utilizing a moves management strategy; increasing the number of \$10,000 or higher gifts; cultivating and recommending sponsors for special events, and engaging volunteers and event attendees outside of events.

1. Reporting to the Executive Director, the Chief Development Officer is responsible for the Fund Development and Marketing Department operations including personnel, budget and systems.
2. Produce and implement the annual Fund Development Plan to meet organizational fundraising goals.
3. Responsible for the agency's positive brand image and reputation including active participation in public relations and media campaigns, supervising the production and implementation of annual marketing and communications plan, approval of content including digital and print materials, and social media.
4. Supervise successful implementation of special events including attending and assisting with all fundraising events including recommending sponsorships and supporting relationships with volunteers and attendees during and after events.
5. Supervise development and maintenance of systems and software that support the department's ability to maintain accurate records and efficient reporting capabilities.
6. Develop, maintain, and assign a master portfolio of prospects and donors to key staff. Take the lead with 100-125 high level donors and prospects.
7. Create and maintain a moves management strategy for each donor/prospect including individuals, foundations and corporations including identification, cultivation, solicitation, recognition and stewardship.
8. Increase the number of major gifts of \$10,000 or more.
9. Under the direction of the Executive Director, the Chief Development Officer will staff the Fund Development Committee, collaborate with and advise the Board of Directors, Advisory Councils, and other volunteer leaders as appropriate in donor cultivation and solicitation strategies to bring gifts and pledges to successful conclusion.
10. Cultivate and maintain strong working relationships with community members in achieving fundraising goals.
11. Prepare materials to support fundraising, including informational materials, gift proposals and agreements, endowment agreements, contact reports and other documentation
12. Plan and implement post gift stewardship and donor acknowledgement.
13. Develop planned giving program and manage software that supports ability to educate and engage planned giving prospects; maintain working knowledge of planned giving vehicles and system of identifying, cultivating, securing and stewarding donors who may wish to include Interface in their estate plans.
14. Participate in strategic planning for organization and maintain working knowledge of programs, and short- and long-term funding needs that may represent potential naming or special campaign opportunities.

MINIMUM REQUIREMENTS

Position requires a minimum of 10 years related experience including prior experience as a Director of Development. BA or BS degree in fund development or related discipline is required and advanced degree is preferred. CFRE is a plus. Extensive knowledge and demonstrated success in leadership position requiring management of staff, volunteers, strategic planning and knowledge of fundraising principles and techniques, major gift solicitation, planned giving programs, mail solicitation and event management. Experience in marketing and communications and public relations and speaking. Excellent computer skills with literacy in Word, Excel, Power Point, experience with relational databases and ability to learn Donor Perfect fundraising software. Position requires working evening and weekends at times. Requires proof of valid California driver's license, insurance and driving record acceptable to insurance provider. Successful background and criminal clearance required.

TO APPLY

Send resume and intent to apply to hrstaff@icfs.org