



Chief Development Officer

Position Type: Full-time employment. 40 hours per week. Exempt under the Fair Labor Standards Act (FLSA).

Description: The Chief Development Officer (CDO) is a vital member of Norfolk Botanical Garden's executive leadership team, responsible for designing, leading, and implementing a comprehensive fundraising strategy that advances the Garden's mission, financial sustainability, and long-term growth. The CDO oversees all fundraising activities - including major gifts, planned giving, annual giving, giving societies, corporate and foundation relations, and campaign initiatives – and ensures strong donor engagement practices across the organization. Reporting to the CEO, this role collaborates with the board of directors, executive leadership team, and direct reports to foster a strong culture of philanthropy. It requires a visionary leader with exceptional relationship-building skills to diversify revenue streams.

Essential Functions:

- Partner with the CEO, board of directors, and executive leadership team to define fundraising goals and priorities.
- Oversee comprehensive fundraising program, including major gifts, planned giving, annual giving, membership patrons, giving societies, corporate and foundation relations, grants, and capital campaigns.
- Manage and mentor a high-performing development team.
- Develop and implement an annual development plan with strategies and tactics to achieve financial goals.
- Drive the strategy for cultivation, solicitation, and stewardship of major donors (\$25,000+) and maintain a portfolio of current and prospective major and planned gift donors.
- Drive strategy to secure remaining funds necessary to reach the Garden of Tomorrow campaign goal.
- Steward the Garden of Tomorrow public phase fundraising strategy and campaign celebration activities.
- Implement donor recognition and stewardship programs for campaign and annual donors that convey impact and enhance loyalty.
- Enhance board engagement in fundraising, serve as the staff liaison for the Development Committee, and individually solicit board members for annual and campaign gifts.
- Establish annual performance measures, monitor results, and evaluate the effectiveness of the Garden's fundraising program.
- Prepare and manage departmental budget and revenue forecasts.
- Foster a culture of philanthropy, oversee development operations, and ensure that fundraising activities are executed in accordance with the organization's mission, vision, and values.

- Collaborate with the Marketing department to guide messaging, branding, and outreach to elevate the organization's presence and impact.

Essential Physical Functions:

- This position requires the ability to sit at a desk using a computer and phone for extended periods.
- Must be able to occasionally walk Garden grounds, attend events, and work outdoors in a variety of weather conditions.

Qualifications:

- Bachelor's degree preferred in nonprofit management, business administration, communications or a related field; an equivalent combination of education and relevant professional experience will be considered.
- Advanced degree (such as an MBA, MPA, or master's in nonprofit management or a mission-aligned discipline) and/or professional certification (e.g., CFRE) strongly preferred.
- Minimum of 7–10 years of progressive senior-level experience in nonprofit development, with a demonstrated record of success in major and principal gift fundraising, donor stewardship, and revenue growth.
- Proven ability to lead and inspire cross-functional teams in a collaborative, inclusive, and mission-driven environment.
- Exceptional relationship-building, communication, and strategic planning skills, with the ability to engage donors, board members, and community partners at the highest levels.
- Strong financial acumen, including experience developing, managing, and forecasting fundraising and departmental budgets.
- Thorough knowledge of fundraising best practices, donor engagement strategies, and nonprofit compliance and ethical standards.
- Demonstrated passion for public-serving institutions, environmental stewardship, education, and community engagement.

Benefits:

- Health insurance including an HSA or copay option (NBG pays 70% of individual premium and 65% of dependent/family premium)
- 403(b) retirement plan with discretionary 4% match
- Company sponsored life-insurance coverage.
- Group rates on voluntary benefits such as dental, supplemental medical expense insurance, FSA, DCA, vision, STD, LTD, accident and critical illness.
- Paid vacation, sick leave and holidays.
- Professional development opportunities.
- Staff discounts on programming & gift shop. NBG logo wear for work provided.
- EAP services for all employees.

Reports To: President & CEO

Supervises: Director of Annual Giving, Research & Grants Special Projects Coordinator, and Development Operations Specialist

Equal Employer Opportunity (EEO) statement: NBG is committed to the principles and ideals of equal employment opportunity. It is, and shall continue to be, the policy and practice throughout NBG to foster equal employment opportunity and non-discrimination for applicants, employees, and volunteers without regard to race, color, sex, religion, national origin, age, marital status, disability status, sexual orientation, gender identity, pregnancy, childbirth or related medical conditions including lactation, status as a veteran, or other protected status, if qualified to perform the essential functions of the job with or without reasonable accommodation.