

Chief Development Officer - Ronald McDonald House of South Texas

Position Overview

Hours: Average workweek 40 Weekly; *Hours may be flexible as necessary to achieve program objectives, tasks, activities, responsibilities and to effectively document outcome measures and variances.*

Summary Description: Manages the overall growth and expansion of the organization, ensuring financial stability over long-term change and development. The Chief Development Officer (CDO) designs and implements the overall development plan and operation, including oversight of all development activities and management of a development team. The CDO will work closely with the CEO and Board to ensure strategic success and board involvement in appropriate fundraising efforts. The CDO works closely with the CEO in all development, budgeting and fundraising endeavors and maintains a visible presence as an ambassador of the agency in the philanthropic, corporate, and nonprofit communities.

Essential Goals:

- Create a Strategic Development Plan
- Oversight of the development team in the strategic areas of annual giving, major gifts, special events, planned giving, McDonald's fundraising/relationships, grants, marketing and community affairs
- Increase donor base
- Meet annual fundraising goals
- Participate and support a Capital Campaign for a new Ronald McDonald House
- Establish a Development plan for the Rio Grande Valley region
- Develop and maintain board and committee relationships in unison with the CEO
- Develop and oversee stewardship plan
- Participate on the Staff Leadership Team
- Create and support an organization-wide culture of philanthropy

Specific Responsibilities:

- Develop and implement annual fundraising plans and calendar, in consultation with the CEO; annual plan and budget due by third quarter for budget considerations
- Manage Development team and conduct regular meetings and periodic reviews
 - Oversight of all fundraising activities
 - Seek and meet prospective donors and supporters on a continual basis to establish effective communications and relationships.
 - Develop strategy and financial goals for Major Gifts
 - Build the planned giving program with a focus on deferred gifts such as bequest expectancies
 - Provide oversight of the annual giving program, including annual appeals and stewardship efforts
 - Research, identify, cultivate, and communicate with new and established donors; work with staff to keep them informed on a regular basis of organization's work and the impact of their contributions
 - Oversight of all donor acknowledgments and stewardship plan
 - Oversee reporting and reconciliation of revenue with appropriate staff
 - Responsible for documentation relevant to fundraising and general ledger on a monthly and annual basis

- Assist CEO with board development and recruitment of board members; attend board meetings and provide detailed fundraising reports as needed
- Work with CEO and Finance Manager to develop annual fundraising goals, work on budget and projected cash flows
- Oversight of all marketing, communications, and outreach efforts
- Meet regularly with senior management to keep abreast of organizational needs and services offered in order to be informed for donor meetings and fundraising activities
- Perform other duties as assigned, including participating in staff retreats, United Way tours, agency fairs, speaking engagements; and other activities as needed
- Contribute to the strategic long-term vision of the chapter through suggestions for innovative and efficient fundraising activities

Qualifications:

- Must embrace the mission of Ronald McDonald House Charities.
- Demonstrated experience in fundraising of \$100,000+ annually, event planning, public relations, marketing, and strategic development with measurable results
- Proven budget management of over \$1 million annually
- Demonstrated successful track record of personally identifying, cultivating, and soliciting major individual and institutional donors
- Must have exceptional interpersonal communication, public speaking, proofreading, and writing skills
- Work well within a team and motivate staff, board members and other volunteers
- Understand ethical behavior and business practices and ensure own behavior and the behavior of team is consistent with these standards and aligns with the values of the organization
- Anticipate, understand, and respond to the needs of donors to meet or exceed their expectations within the organizational parameters
- Maintain the desire to get out of the office and build external relationships
- Be a "self-starter" and goal-driven to initiate donor visits and fundraising calls
- Possess strong organization skills, planning abilities, and attention to detail; must exhibit "follow through" on tasks and goals
- Display a positive attitude, show concern for people and community, demonstrate presence and self-confidence, and possess good listening skills
- Must be comfortable working with Board members and community leaders, and be able to communicate effectively with a wide range of people
- Computer skills required include MS Word, Excel, PowerPoint, Outlook, Arreva or similar CRM database, and strong overall web and social media understanding
- Ability to attend meetings/events outside of traditional working hours as necessary
- Strong problem-solving ability with the ability to analyze multiple opinions and recommend positive solutions
- Bachelor's degree and/or 5-7 years of experience in professional fundraising
- Experience in managing donor portfolios
- Must have participated in a multi-million dollar capital campaign

Apply on Indeed.com, [LinkedIn](#) or by emailing your resume to Janice Davis at jdavis3360@gmail.com