POSITION DESCRIPTION

POSITION TITLE: Chief Development Officer

DEPARTMENT: Executive / Development

CLASSIFICATION: Exempt

APPROVED BY: CEO/President

REPORTING RELATIONSHIPS

POSITION REPORTS TO: CEO

POSITIONS SUPERVISED: Director of Communications/Marketing, Special Events Manager, Development Associate, Development Office Assistant, Youth Education Specialist

POSITION PURPOSE

Plan, develop, implement and oversee all fundraising activities for the organization based on a formalized development program strategy that assures adequate funding for shelter operations, services, programs and special projects. Manage and provide leadership to the development department and staff. Promote the organization within the community to ensure a broad base of funding resources to help build a fund development program to include major and annual gift programs, foundation grants, corporate sponsorships, events and community programs.

ESSENTIAL FUNCTIONS

Fundraising Management:
- Responsibilities include strategic planning for all fundraising activities, as well as program development, implementation and oversight.
- Collaborating and communicating with Kansas Humane Society Staff, board and volunteers to achieve departmental goals.
- Responsible for overall management of fundraising database. Managing the maintenance, confidentiality, accuracy and timely entry of database and donor records.
- Staff Representative for the KHS Board Development Committee.

Donor Cultivation and Solicitation:
- Cultivate, solicit and steward major donors to secure designated and undesignated gifts.
- Research, write and secure grant funding for various shelter operations and administrative needs.
- Direct the timely and accurate response to donor concerns, requests and gifts by practicing and facilitating good client services.
- Oversee and enhance ongoing donor cultivation.
- Direct, develop and manage the role of the board and Development Committee in major donor cultivation.
- Develop and maintain relationships with donors, foundations, corporations, community organizations and individuals.

**Budget Management:**
- Set and meet fundraising goals. Prepare and execute the departmental budget on an annual basis, including projected income and expenses.
- Administer and monitor revenues and expenses in relation to annual budget. Compile summary reports for Board presentations.
- Discuss budget projections and accounting procedures with department staff to resolve any discrepancies.

**Staff and Volunteer Management**
- Manage and direct the following positions within the development staff: Special Events Manager, Development Associate, Development Office Assistant, Youth Education Specialist and Director of Marketing/Communications.
- Manage the Development Committee.
- Responsible for department staff performance reviews, regular ongoing feedback and coaching related to their respective responsibilities, within the department.
- Develop annual goals for department staff that include timelines, procedures and accountabilities to be accomplished in meeting future plans and objectives.

**Team Interaction**
- Actively support staff, board members and other volunteers to advance KHS goals and mission.
- Successfully function as part of the development team, assisting co-workers in urgent duties that may be outside of the standard job requirements of each job description within the development department.
- Represent KHS in a professional and courteous manner at all times (both within the organization and in the community).
- Provide quality service to clients, volunteers, and staff, recognizing their individual contributions to the overall success of the Kansas Humane Society.

**QUALIFICATIONS**

**EDUCATION / CERTIFICATION:** Bachelor’s Degree in business administration, communications, marketing or related field is preferred.

**EXPERIENCE PREFERRED:** Must possess at least 3 years’ experience in development and a proven track record of success in fundraising and development (preferably within a non-profit environment). CFRE Certification is preferred. Experience or proficiency with Blackbaud’s Raiser’s Edge/Raiser’s Edge NXT is preferred.

**REQUIRED KNOWLEDGE:**
- Minimum of 2 years of direct management experience required.
- Ability to work with a wide variety of individuals, including high-level corporate executives and managers required.
- Demonstrated experience in strategic organizational planning and critical thinking skills. Demonstrated ability to gather and analyze facts, devise solutions, and implement plans. Must be able to communicate well with staff and volunteers across all departments of the KHS to explain the importance that the development department has on the organization.
- Proficiency in Microsoft Office Suite (including Word, Excel, and Outlook).

**SKILLS / ABILITIES:**
Must be well organized, detail oriented, self-motivated, and disciplined. Must possess the ability to work with people of all socio-economic statuses / backgrounds and adjust one’s personal approach accordingly. Must be computer literate in a Windows environment and work well within a team of fundraising professionals.
Commitment to the Kansas Humane Society's mission, vision, and philosophy.

Commitment to the human/animal bond.

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**PHYSICAL ACTIVITIES AND REQUIREMENTS OF THIS POSITION**

**TALKING:** Ability to speak effectively and communicate clearly.

**AVERAGE HEARING:** Able to hear average conversations.

**REPETITIVE MOTION:** The employee is regularly required to type, stand, sit, kneel, and squat.

**FINGER DEXTERITY:** The employee is regularly required to use hands to type.

**AVERAGE VISION:** Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**PHYSICAL STRENGTH:** The employee must occasionally lift and/or move up to 40 pounds. Employee may also walk or sit for long periods of time.

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**WORKING CONDITIONS**

General office environment. Surroundings may be noisy at all times. Adequate lighting. Employee and shelter animals often are in office spaces.

May be required to work in excess of normal work day and work weekends and holidays.

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**MENTAL ACTIVITIES AND REQUIREMENTS OF THIS POSITION**

**REASONING ABILITY:** Ability to make decisions independently, must have respect for the human / animal bond. Ability to deal with a variety of variables under only limited supervision.

**MATHEMATICS ABILITY:** Ability to add, subtract, multiply, and divide in all units of measure using whole numbers, common fractions.

**LANGUAGE ABILITY:** Ability to read, analyze, and interpret documents. Ability to communicate clearly.

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**INTENT AND FUNCTION OF JOB DESCRIPTIONS**

- Job descriptions assist organizations in ensuring that the hiring process is fairly administered and that qualified employees are selected. They are also essential to an effective appraisal system and related promotion, transfer, layoff, and termination decisions. Well-constructed job descriptions are an integral part of any effective compensation system.

- All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements, skills, and abilities included have been determined to be the minimal standards required to successfully perform the positions. In no instance, however, should the

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duties, responsibilities, and requirements delineated be interpreted as all-inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate.

- In accordance with the Americans with Disabilities Act, it is possible that requirements may be modified to reasonably accommodate disabled individuals. However, no accommodations will be made which may pose serious health or safety risks to the employee or others or which impose undue hardships on the organization.
- Job descriptions are not intended as and do not create employment contracts. The organization maintains its status as an at-will employer. Employees can be terminated for any reason not prohibited by law.