



211 BROWARD

Chief Development Officer

Reports to	President/CEO
Classification	Exempt
Work Schedule	Full-time; minimum 40 hours per week
Work Arrangement	Combination of remote and in-person work; flexibility required for events and meetings outside regular business hours

Position Objective

The Chief Development Officer (CDO) provides strategic leadership for 211 Broward's fundraising, donor engagement, and resource development efforts. Reporting to the President/CEO, the CDO is responsible for developing and executing annual and multiyear fundraising strategies that increase contributed revenue, strengthen donor relationships, diversify funding sources, and support the organization's mission and long-term financial sustainability.

The CDO leads individual and major-gift development, corporate and foundation partnerships, sponsorships, planned giving, fundraising campaigns, and signature events. The CDO works closely with the President/CEO, Board of Directors, development staff, program leadership, and external marketing partners to expand philanthropic support, increase community visibility, and communicate the impact of 211 Broward's services.

The successful candidate will demonstrate measurable fundraising results, strong relationship-building skills, sound financial judgment, executive-level communication abilities, and the capacity to build and lead an effective development program and Team.

Essential Functions

- Develop, implement, and regularly evaluate annual and multiyear fundraising plans aligned with 211 Broward's strategic priorities, operating budget, and long-term sustainability.
- Establish fundraising goals, revenue forecasts, and performance measures in collaboration with the President/CEO; monitor progress and recommend adjustments as needed.
- Lead individual giving, major-gift solicitation, corporate partnerships, foundation and institutional fundraising, sponsorships, planned giving, and special campaigns.
- Build and manage a diversified fundraising pipeline, including prospect identification, qualification, cultivation, solicitation, stewardship, and renewal.
- Partner with the President/CEO and Board of Directors to strengthen board participation in fundraising, identify prospective donors, prepare donor briefings, and cultivate major relationships.
- Develop and maintain strategic relationships with donors, corporate and foundation partners, civic and community leaders, and other prospective supporters.
- Lead planning and execution of signature fundraising and engagement events, including the Nonprofit Awards Luncheon, Awards VIP Party, quarterly Club 211 networking events, and special fundraising campaigns.
- Evaluate event performance based on revenue, expenses, net proceeds, sponsorships, donor engagement, visibility, and return on investment; recommend improvements or new initiatives.
- Develop annual, seasonal, and special appeals and oversee donor communications and stewardship practices that strengthen retention and long-term giving.
- Coordinate with program and finance staff on grant proposals, funder budgets, reporting requirements, and stewardship of foundation, corporate, and institutional funding.

- Oversee donor relationship management systems and records, ensuring accurate gift histories, donor interests, prospect activity, acknowledgments, follow-up, and reporting.
- Work with external public relations and marketing partners and internal leadership to align fundraising campaigns, newsletters, e-blasts, media activities, event invitations, and other communications with organizational priorities.
- Ensure published and donor-facing content is accurate, appropriately represents organizational data and impact, and protects staff and client confidentiality.
- Prepare regular development reports and dashboards for the President/CEO and, as requested, the Board of Directors and relevant committees. Reports should include revenue against goals, unrestricted and restricted revenue, pipeline activity, donor retention, sponsorships, and event performance.
- Lead, supervise, coach, and evaluate development staff and support a collaborative, inclusive, accountable, and high-performing team.
- Support development committees and other board or staff committees as assigned; facilitate meetings, establish goals, review progress, and recognize contributions.
- Represent 211 Broward at community events, donor meetings, networking opportunities, and public engagements that advance fundraising and organizational visibility.
- Maintain professional standards and comply with agency policies, procedures, and applicable requirements.
- Perform other related duties as assigned.

Qualifications

1. Bachelor's degree in a relevant field and at least ten years of progressively responsible fundraising experience with demonstrated results. A combination of education, experience, and relevant credentials, including CFRE, may be considered in place of a bachelor's degree.
2. Demonstrated success in fundraising strategy and execution, including major gifts, individual giving, corporate partnerships, sponsorships, or institutional fundraising.
3. Experience developing fundraising plans, revenue projections, donor pipelines, and performance reports.
4. Experience cultivating and soliciting donors and building productive relationships with board members, executives, funders, business leaders, and community partners.
5. Experience supervising, coaching, or leading staff, consultants, or volunteers.
6. Strong written, verbal, interpersonal, presentation, and public-speaking skills.
7. Proficiency with Microsoft Word, Excel, Outlook, donor management/CRM systems, and related fundraising tools; experience with reporting or graphics tools is desirable.
8. Strong organizational skills, sound judgment, discretion, confidentiality, and the ability to manage multiple priorities and deadlines.
9. Ability to work independently while collaborating effectively with the President/CEO, Board of Directors, staff, and external partners.
10. Ability to travel locally for meetings, events, and donor engagement, with reasonable accommodation as applicable.

Work Hours and Environment

This is a full-time, exempt position with a minimum 40-hour workweek. General business hours are weekdays from 8:30 a.m. to 5:00 p.m. The role combines remote and in-person work and requires flexibility to attend meetings, donor engagements, and events outside regular business hours.

Additional Information

This job description is intended to describe the general nature and level of work performed. It is not an exhaustive list of all duties, responsibilities, or qualifications. Duties may be modified to meet organizational needs and to provide reasonable accommodation for qualified individuals with disabilities. Employment remains at will, consistent with applicable law and agency policy.

Salary Range / Compensation: \$90,000 - \$115,000