

## Chief Development Officer (CDO)

### **Position Summary:**

The Chief Development Officer is responsible for the comprehensive planning, execution, and oversight of all fundraising activities while growing and diversifying its funding base. The CDO works collaboratively with the CEO and leadership team to achieve organizational goals. This position has supervisory responsibilities for the events and community relations function.

**Pay:** \$90,000 - \$100,000/year *Negotiable based upon experience*

### **Essential Duties and Responsibilities:**

- Develop annual revenue goals and plans to secure new donors at all levels (i.e., individual solicitations, special events, major gifts, grants, and planned giving) managing the Development team to deliver on these goals.
- Develop and implement strategies to build and strengthen major donor relationships ensuring all donors receive personal and timely acknowledgment of their gifts.
- Oversee and manage donor database.
- Oversee grants research and the submission of grant applications to meet organizational priorities.
- Lead the development of effective messages for new and expanded donor audiences.
- Develop strategic community and corporate relationships.
- Directs the writing of funding proposals, direct mail letters, special event materials, and other fundraising support documentation.
- Seek public relations opportunities to increase awareness of The Arc of Palm Beach County programs and services, and to boost fundraising.
- Develop and manage development processes and systems.
- Prepare development reports for senior leadership and board.
- Other projects and duties as assigned.

### **Knowledge, Skills, and Abilities:**

- Exceptional verbal and written communication skills.
- Exemplary customer service demonstrating the ability to respond with a sense of urgency to the needs and requests of others.
- Excellent organizational skills and attention to detail.
- Excellent time management skills with a proven ability to adjust to changing conditions or priorities.
- Strong analytical and problem-solving skills.
- Knowledge of budget development, administration, and staff management.
- Demonstrated servant leadership skills.
- Ability to prioritize tasks and to delegate them when appropriate.
- Thorough knowledge of employment-related laws and regulations.
- Proficient with Microsoft Office Suite or related software.

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- Maintain professional and courteous demeanor.
- Establish and maintain effective working relationships with team members, agencies, vendors, donors, and funders.

### **Education and Experience Requirements:**

- Bachelor's degree in business administration, or related field. Masters of Non-Profit Management or equivalent is highly desired.
- CFRE designation, highly desired
- Minimum five years of successful development experience including major gifts, annual funds, grant writing, public relations, marketing, event management, and stewardship.
- Demonstrated experience in writing grant proposals, reports, and related fundraising materials.
- Experience with fundraising software such as Bloomerang is highly desired.
- Track record of working independently with strong initiative.
- Experience working with nonprofit boards preferred.
- Computer skills preferred include MS Word, Excel, PowerPoint, Outlook, and donor database.

### **Drug Screening and Level 2 Background Required**

*The Arc of Palm Beach County is an Equal Opportunity Employer and encourages diversity and equity in all facets of the organization's work. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, national origin, disability status, protected veteran status, or any other protected class.*