



Job Description

Job title	Chief Development Officer
Department(s)	Administration
Reports to	Chief Executive Officer
Division	Development

Position Overview

The CDO is responsible for all aspects of fundraising and marketing for The City Mission. He/she is also responsible to develop and implement a cohesive marketing and communication plan that promotes the image of the Mission. It's imperative for the CDO to work in close partnership with the CEO.

Essential Job Functions

- Strategic development planning.
- Manage a department and staff effectively and efficiently.
- Promote and connect CEO with major donor prospects.
- Provide leadership to identify new sources of funding. Proposes and implements plans to realize objectives.
- Prepares written reports and gives presentations on development activities during board meetings.
- Provides leadership for all Capital Campaigns.
- Have overall working knowledge of the philosophy, policies and programs of The City Mission in order to promote the ministry and accomplish goals.
- Meets weekly with CEO to discuss development activities/priorities.
- Attends weekly meetings as a member of Administrative Team.
- Attends quarterly Foundation meeting.
- Oversees, implements and directs the following development activities:
 - Major Donor Giving
 - Planned Giving
 - Capital Campaigns
 - Grant Writing
 - Web Page
 - Strategic Marketing
 - Community Relations
 - Donor Relations
 - Event planning and Implementation

Professional Qualifications

- Demonstrated fundraising, management and leadership skills for a large nonprofit, preferably in the Cleveland/NEO community
- Bachelor's degree with a major in Business or a related field required, Master's level preferred
- Certified Fund Raising Executive (CFRE) preferred. The Certified Fund Raising Executive (CFRE) credential demonstrates an individual's mastery of the standards set for core knowledge and skills required of fundraising executives.
- Excellent management skills (project & people)
- Ease/ability to speak before groups of varying sizes and compositions
- Excellent planning and organizational skills. Ability to multi-task, prioritize and work well under pressure
- Excellent written and oral communication skills
- Creative/High Energy
- Microsoft Office Skills
- Self-initiator and functions well within a team environment
- Experienced and skilled in all development related activities
- Proficiency with Microsoft Office Word, Excel and fundraising databases
- Mobile Technology and Social Media Aptitude

General Qualifications

- Reliable personal transportation
- Valid Driver's License and Insurance

Essential Physical and Mental Functions

- Remains in a stationary position for approximately 40% of the time
- Stand or walk for up 60% of the time on various surfaces (tile, concrete, carpet)
- Climb stairs occasionally
- Bend/twist at waist/knees/neck to perform various duties including setting up video recording devices
- Constantly operates a computer
- Constant use of eyes (correctable vision to normal level required) to observe, read, interact with public and co-workers
- Constant use of hearing (correctable hearing to normal level required) to conduct interviews
- Read, understand and clearly speak English; constantly use speech and hearing (correctable to normal level required) in communicating with public/co-workers, giving and receiving instructions, using phones
- Work in various environments including adverse outdoor conditions such as cold, rain or heat;
- Constant mental alertness and attention to detail required while setting priorities and following up on assignments.

Spiritual Qualifications

- Professes Jesus as Lord and Savior
- Believes the Bible to be the inspired, infallible, & ultimate authoritative Word of God (II Timothy 3:16; II Peter 1:21)
- Patterns life after the example of Jesus and the commands and principles found in the Bible
- Desires to serve the Lord in the ministry of rescue

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

Signed: _____

Date: _____

Additional information

HR use only	
Management? (Yes/No)	Yes
E/NE status	Exempt
Updated	9/17/18