



## Chief Development Officer

The Chief Development Officer (CDO) reports to the Chief Executive Officer (CEO) and is responsible for the advancement of Forty Carrots Family Center through oversight of the organization's development and fundraising programs and initiatives. Cultivates new and supports ongoing relationships within the local and surrounding communities. Provides leadership for the Development, Marketing and Communications staff. The CDO is expected to use Forty Carrots Family Center's mission, values, vision, philosophy, and goals as the basis for all interactions with children, families and staff and will follow all policies and procedures as outlined in the Forty Carrots Family Center Employee Handbook and Policies & Procedures Manual. Specific duties include the following:

- Works with the CEO to determine priorities related to the organization's mission and purpose.
- Works with CEO and CFO to set and attain annual monetary goals and budgets according to short- and long-term objectives.
- Establishes fundraising objectives for the organization and ensures that targets are reached, and goals met.
- Maintains a list of potential financial donors including corporations, foundations, and individuals.
- Solicits donations on behalf of the organization.
- Actively engages in major donor cultivation and stewardship that expands the donor base and ensures lasting and meaningful relationships between donors and Forty Carrots Family Center.
- Monitors and tracks donor activity and retention and regularly communicates with donors to ensure they are satisfied with their donor experience. Develops strategies to increase donations from current supporters.
- Produces relevant and informative fundraising content for distribution to donors and the public.
- Effectively communicates and promotes the purpose and impact of Forty Carrots Family Center.
- Directs Marketing and Communications efforts.
- Directs efforts related to capital campaigns, the annual appeal, and other specific fundraising projects.
- Oversees and supports Development personnel who plan and organize events benefiting Forty Carrots.
- Directs the administration of grants and shares in the responsibility to research potential sources of grants and public funding.
- Works with the CFO to ensure cross-departmental coordination of processes and procedures involving budgeting and finance.
- Collaborates with Program Directors to understand and support the needs of each program.
- Evaluates the effectiveness of the overall development program then establishes and implements innovative strategies for continual progress.
- Shares reports and participates in meetings with the Board of Trustees and associated committees.
- Manages special projects as needed.

**FLSA Status:** Exempt from Overtime

### Minimum Qualifications:

Bachelor's Degree and five (5) years of relevant experience in fundraising, development, or non-profit administration. Extensive knowledge of fundraising strategies and principals, excellent interpersonal, communication, and leadership skills are required.

### Physical Demands of the Job:

The job of Chief Development Officer requires manual dexterity and the ability to: see, hear, speak, move and react quickly, sit comfortably on the floor, walk, stand, balance and lift or carry up to 30 lbs. Reasonable accommodations, which do not create hardship for the employer, may be made to enable qualified applicants and employees with known disabilities to perform the essential functions of the job.