

**HOPE SOUTH FLORIDA
JOB DESCRIPTION
CHIEF DEVELOPMENT OFFICER**

FLSA CLASSIFICATION – EXEMPT EXECUTIVE

Purpose

The Chief Development Officer (CDO) is charged with the overall responsibility for the operation of all development department for HOPE South Florida (HSF) including staff, volunteers, vendors, donor-based activities and special events.

Summary

The CDO is responsible for developing and administering a development plan for HSF approved by the CEO and the Board of Directors. The CDO will provide oversight of the development department, keep alert to changing community needs and to modify the development plan as needed. The CDO will execute the ministry's development activities in such a way as to insure maximum benefits to advancing the mission of HSF. The CDO will use the organization's resources, staff and volunteers in an appropriate manner by well-defined delegation of responsibilities in specific assignments.

Within the limitations of the ministry's policies and procedures, budget, the CDO is accountable to the CEO and is responsible for and has authority to perform the following duties:

- Establish revenue growth goals and develop strategies to meet and increase those goals.
- Build systems for cultivating, acknowledging and acquiring donors.
- The CDO is responsible for the Customer Relationship Management (CRM) health and that the information is kept up to date and confidential (related to donor interactions).
- To analyze data, pull queries, and understand what the data is revealing.
- Practice and maintain acceptable standards of professional practice in the work place.
- To keep informed of developments and trends in the ministry's operation; to be alert to changing ministry and community needs; to provide periodic review and evaluation and modification of the development plan.
- To provide appropriate opportunities for the CEO and Board officers to be introduced to potential donors, corporate entities and funding agencies.
- Keeping the CEO informed of progress, challenges and opportunities associated with the development department.
- Manage donor case load for development department and assist with case load for CEO
- To employ, assign and evaluate staff.
- To administer sound personnel practices.

- To prepare in conjunction with the CEO and the Director of Finance a development department budget.
- With the Director of Finance, maintain an adequate system for proper accounting of all development funds and expenses.
- Work with CEO and Board of Directors towards increasing the ministry's donor base through major gifts, endowments, planned giving, capital campaign, special events and grants where possible.
- To implement marketing strategies to help increase community understanding of the work, mission and vision of HSF.
- Oversee the ministry's website and social media platforms ensuring updated information and progress are shared with donors, funding agencies, volunteers, community and faith partners and the general public.
- To participate in local, regional, state and national committees of relevance to the broad field of development, marketing and public relations.
- Staying apprised of emerging fundraising software including silent auctions programs.
- Seek out and participate in continuing education in special areas appropriate to the needs of the ministry and the development department.
- To become a member of the Association of Fundraising Professionals-Broward Chapter and attend membership meetings/activities.
- Serve on the HSF's Executive Staff Committee and Management Team
- Assume other related duties as assigned by supervisor.

Qualifications

Education

- Bachelor's degree, however, a Master's degree is preferred from an accredited university in Fundraising, marketing, organizational development or related field..

Experience

- Recommend a minimum of seven years experience, with a minimum of five years of related fund development scope of work.

Cultural Sensitivity Statement

Work with multi-cultural individuals and groups in achieving HSF's mission and objectives, and be sensitive to each individual and groups cultural and socioeconomic characteristics.

Reporting Structure

- Chief Executive Officer

I have read and understand the duties and responsibilities outlined in this job description.

Print Employee Name

Date

Employee Signature