

TITLE: Chief Development Officer
INCUMBENT: Open
REPORTS TO: Chief Executive Officer
DATE: May 2010
ASSOCIATION: Big Brothers Big Sisters of the Triangle
STATUS: Full-Time, Exempt
SALARY: Commensurate with background, qualifications, and experience

GENERAL FUNCTION:

The Chief Development Officer (CDO) serves as lead strategist for agency fund development, helping the Chief Executive Officer and management team create a multi-year plan for increasing voluntary revenue which informs and supports the Big Brothers Big Sisters of the Triangle's plans for growth. The CDO functions as the agency's principal major gift fundraiser.

Key elements of the agency fund development program include: donor acquisition and fund-raising events; an annual giving program; major gifts from individuals; and State, Federal, City, County, Corporate and Foundation giving. Supporting elements include: donor stewardship; gift entry and acknowledgement; database management; and donor research.

KNOWLEDGE AND SKILLS:

This position requires a BA/BS degree from an accredited college or university in a related field, with an advanced degree preferred. The candidate must have 5 years or more of high-level fund development experience with a solid track record of success and a minimum of two years management/supervisory experience. Computer competency and knowledge of database tracking through the utilization of sophisticated, integrated information management systems is a must. This position requires a passionate belief in the mission of BBBS and the ability to articulate it eloquently. He/she must exhibit excellent oral and written communication skills including honed reflective listening ability, interpersonal and marketing skills and a proven track record of success with donor cultivation, grant writing and management of fund raising events. The ideal candidate must also be a strategic thinker and have excellent team building skills.

PRINCIPAL RESPONSIBILITIES:

- Setting and achieving, in close collaboration with the Chief Executive, multi-year and annual agency revenue goals.
- Developing and implementing a written plan for identifying, qualifying, cultivating, soliciting and stewarding individual, foundation and corporate potential donors capable of giving \$10,000 and more over time.
- Developing and implementing a written plan for identifying, qualifying, cultivating, soliciting and stewarding potential donors capable of giving \$1,000 to \$10,000 annually.
- Lead and support the CEO's major gift work with top prospects.
- Personally, managing a portfolio of 150 to 200 prospective donors.
 - Making 10 - 15 visits per month with perspective donors.
 - Developing and implementing written strategies based on capacity and readiness to give.
 - Determining how assigned prospects will be solicited for their annual fund gift.
 - Soliciting and closing, by second year of employment, 15-20 major gifts.
 - Developing an annual revenue stream from assigned prospects, by third year of employment, of at minimum \$500,000.
- Recruiting, hiring, training, and managing the performance of and the retention of Development staff according to agency protocols and national fund-raising professional standards.

- Staff will be hired/maintained to fulfill the lead and supporting functions outlined in the position summary;
- When required, the sequence of hiring additional staff will support both short-term revenue needs and long-term sustainable funding opportunities.
- Building and staffing an engaged giving and getting Board Fund Development Committee.
- Supervising donor stewardship, information systems (gift entry; database management; report generation), and prospect research.
- Developing and implementing a bequest program.
- Developing demonstrable understanding of and supervisory capacity for Big Magic, Bowl for Kids' Sake and Arby's Charity Tour fundraising events.
- Support and consult the Agency's Young Ambassadors and Volunteer Resource Committee's fundraising efforts.
- Serving as a vital member of the leadership team by staying abreast of organization-wide issues and contributing to the development and achievement of the agency's long-term vision and short-term operating plans.

If interested please submit Cover Letter and Resume electronically to Kimberly Breeden, Chief Executive Officer @ kbreeden@bbbstriangle.org. Resumes accepted through June 30, 2010. No phone calls please!