

## Chief Development Officer Job Posting & Description

Community Shelter Board (CSB) seeks an exempt, full-time Chief Development Officer.

Community Shelter Board is an award-winning non-profit organization leading a community effort to make sure everyone has a place to call home. The Chief Development Officer is responsible for developing, directing and execution of all fundraising activities and logistics to meet annual, long-range and specific program goals according to CSB's mission. The Chief Development Officer will secure philanthropic resources, ensure private sector relationships and drive support towards mission sustainability and growth for financial and organizational health.

Experience working in a not-for-profit setting and working with homeless and/or other disadvantaged populations are preferred.

CSB offers a competitive salary and a highly unique benefit package:

health, dental & vision insurance • employer-funded flexible spending accounts • life insurance  
401(k) plan with up to 10% employer contributions • lifestyle spending account for personal growth  
4 weeks paid time off • 10 paid holidays • hybrid work environment • healthy work/life balance  
free parking • strengths-based culture • active diversity, equity & inclusion program  
dynamic leadership development program

Learn more about CSB at [www.csb.org](http://www.csb.org). Interested applicants should submit a resume and cover letter to [hr@csb.org](mailto:hr@csb.org) by January 15, 2024. Community Shelter Board is an Equal Opportunity Employer and conforms to all applicable employment practices. We strongly encourage diverse applicants to apply.

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Title of Position: Chief Development Officer      Salary Range: \$150,000 - \$180,000

Status: Exempt, Full-time

Benefits: Medical, prescription, dental, vision, life, disability, retirement plan, Section 125 benefits plan, and paid leave.

Reports to: President & CEO

Unit: Relationships & Revenue

### BASIC FUNCTION

Develops, directs and executes all fundraising activities and logistics to meet annual, long-range and specific program goals according to CSB's mission.

### EFFECT ON END RESULTS

The securing of philanthropic resources, ensuring private sector relationships, driving support towards mission sustainability and growth for financial and organizational health.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Plan and direct all private fundraising activities; lead and supervise Development team: Relationship Officer, Relationship Coordinator, Development Operations Manager, Development Associate, and Grant Writer.

2. Implement long-term development strategy.
  - a. Execute the finalized strategies to meet current trends and anticipated needs.
  - b. Innovate processes continually.
3. Raise annual funds to achieve private funding goal.
  - a. Raise budgeted amount.
  - b. Respond and capitalize on timely/critical opportunities.
4. Direct the major gift development strategy of the agency in alignment with President & CEO.
  - a. Relationship manager for top 50 investors.
  - b. Oversee grants management for private grants.
5. Lead partnership with United Way of Central Ohio. Oversee the individual giving programs and community-wide fundraising (Women Leaders, Leadership Society, Home for the Holidays, Housing Heroes, Workplace Campaigns, Board engagement) and donor relationships, with the goal of sustaining and growing current members and engaging new members.
6. Create proactive opportunities to explore long-term gift options through the Rebuilding Lives Society.
7. Maintains a high level of preparedness and knowledge and is dependable as a key member of the executive team and the development community.
8. Establishes and fosters relationships with community leaders, business professionals, government officials and individuals in order to cultivate future and current donors.
  - a. Face to face visits and VIP tours, at least 80 for the year.
    - i. Follow up with donors within one week.
9. Secures financial resources for new and ongoing programs. Identifies, develops, and solicits donor prospects (philanthropic and public).
  - a. Secure three (3) new regional or national foundation prospects.
10. Oversees the planning and implementation of the annual Under One Roof fundraising event and raise budgeted net revenue.
11. Oversee the planning and execution of other fundraising gatherings, specifically GatherHome intimate dinners with near and dear families.
12. Ensures communications are in line with current messaging. Prepares correspondence, supporting materials, and other written communications necessary to support donor development and solicitation.
13. Ensures quality quantitative and qualitative data in donor database, donor profiles and reporting.
  - a. Maintains and optimizes a culture of gratitude
  - b. Brands a high touch communication style
14. Serves as staff liaison to the Board related to fund development.
  - a. Plan and manage process of activities with Trustees for Board Funding Role.
  - b. Successfully build relationships and coach trustees to be active participants in development by opening doors.
15. Manages self and position responsibilities in a manner which is congruent with CSB values, mission, policies and procedures.
16. Contribute to an atmosphere of dignity, respect, and diversity, and adhere to CSB's Code of Conduct. Ensure equal treatment of others without regard to race, religion, color, national origin, ethnicity, ancestry, sex, sexual orientation, gender identity and expression, age, disability, veteran status, familial status, or socio-economic status.
17. Other duties as assigned.

#### **OTHER FUNCTIONS**

1. Participates in public speaking opportunities, as requested.
2. Provides or arranges for technical assistance with partner agencies to increase their fund development, as requested.

3. Assist with Board relations, as assigned, in partnership with the CEO & President.
4. Assures that effective communications are maintained within areas of responsibility. Participates in staff meetings.
5. Serves as media backup to CEO/President and Chief Communications and Brand Officer.
6. Consults with all areas of organizational management responsible for policy or actions.
7. Recommends and implements techniques to improve productivity, increase efficiencies, cut costs, take advantage of opportunities and implement state-of-the-art practices.
8. Keeps abreast of current trends and practices in field of expertise.

### **KEY LEADERSHIP COMPETENCIES**

1. Adheres to an appropriate and effective set of core values and beliefs during both good times and bad times; practices what he/she preaches.
2. Relates well to all kinds of people inside and outside of the organization, builds appropriate rapport, uses diplomacy and tact.
3. Communicates a compelling and inspired vision or sense of core purpose, is optimistic, makes the vision shareable by everyone.
4. Sets objectives and goals, accurately scopes out length and difficulty of tasks and projects, measures performance against goals.
5. Is effective inside and outside the organization, on both cool data and hot and controversial topics; can change tactics midstream when something isn't working.
6. Is able to write clearly and succinctly in a variety of communication settings and styles, can get messages across that have the desired effect.

### **SKILLS, KNOWLEDGE & ABILITIES**

1. Positive attitude for raising funds to achieve impact.
2. Excellence and aptitude in major gift fundraising.
3. Excellent communication skills, both oral and written.
4. Entrepreneurial leadership skills.
5. Excellent organization skills. Good time management skills.
6. Demonstrated ability to accurately attend to detail.
7. Computer literacy in Microsoft Office and donor database management.

### **PHYSICAL OR MENTAL DEMANDS**

1. High energy level, comfortable performing multi-faceted projects in conjunction with normal activities.
2. Ability to multi-task and maintain/oversee multiple projects simultaneously.
3. Well-developed interpersonal skills; ability to get along with diverse personalities; tactful, mature, flexible.
4. Ability to establish credibility and be decisive but able to recognize and support the agency's needs and priorities.
5. Quick learner – able to grasp and oversee all functions and comfortable in a fast-paced environment.

### **MINIMUM QUALIFICATIONS**

1. Congruence with and passion for agency mission and values.
2. Bachelor's degree in a related field.
3. Ten years fundraising or sales experience.
4. Experience working in a not-for-profit setting strongly preferred.
5. Valid Ohio driver's license, proof of automobile insurance, and pass a criminal background check.