



## **Chief Development Officer**

The Chief Development Officer (CDO) provides executive leadership for the Charity's resource development to meet budgeted goals and objectives of the organization.

He/she will provide leadership and focus for development activities, working collaboratively with the President/CEO, Board of Directors and Campaign Cabinet to research, develop, and fulfill key elements of the organization's operational and strategic plans and objectives.

### **Essential Functions**

- Develop, execute, oversee and maintain a comprehensive development plan including annual fund, major gifts, special events, grant writing, planned giving and other sources of contributed income by individuals, businesses, community groups and foundations.
- Develop and monitor all financial budgets including revenue and expenses.
- Lead development efforts of staff, board, committee members and other volunteers to identify and secure new sources of income annually.
- Create and execute annual and long-range development strategies with focus on major gifts.
- Facilitate charitable giving to meet the needs of donors and the Charity by remaining current and proficient on technical and tax code matters affecting donors and charitable giving, and by suggesting options for donors to pursue with financial and planning professionals.
- Establish a balanced mix of donor sources and fundraising programs to attract and retain donors and fundraising volunteers.
- Maintain a working relationship with the leadership of local foundations.
- Develop relationships with new donors and grow the donor base to increase average gift amount. Create and execute donor stewardship and recognition programs to maintain strong donor relationships.
- Foster a culture of philanthropy and ensure that fund development is executed in keeping with the organization's values, vision, and mission. Maintain accountability and ensure

compliance with all regulations and laws, as well as the code of ethics for fundraising professionals.

- Oversee the resource development processes and reporting to ensure proper acquisition, cultivation, acquisition, stewardship, retention and communication with donors and sponsors.
- Establishes performance measures, monitors results and evaluates the efficacy of the development program. Identifies and addresses development issues that affect the well-being of the Charity.
- In coordination with executive leadership, board of directors and committees, manage, follow and update policies and procedures pertaining to the operational needs of the Charity.
- Participate in program activities to serve clients of the Charity and performs other related duties as assigned or requested to support and further the mission of RMHC-OKC.

### **Education/Expertise/Experience**

- Possess a minimum of 5 years work experience in fundraising and resource development with proven success in leading others to raise \$3+ annually
- Advanced degree from an accredited college or university strongly preferred
- Knowledge of local philanthropic market preferred
- Exceptional communication skills (verbal, written, presentation)

### **Employment Status**

- The Chief Development Officer position is a full-time exempt position
- Hours are 8:00 am to 5:00 pm Monday-Friday
- May include some evenings and weekends; hours must be flexible to accommodate campaign needs and scheduled events, including some travel across the state.
- Reports to the President & CEO
- Supervises:
  - Development Officer
  - Development Manager
  - Donor Database Coordinator (PT-remote)

The job description is for informational purposes only. It is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required in order to perform the work.

**Interested candidates should submit their resume to [careers@rmhc-okc.org](mailto:careers@rmhc-okc.org). Please include Chief Development Officer in the subject line.**

