



## Chief Development Officer

The Chief Development Officer (CDO) provides executive leadership and strategic direction for the Charity's resource development, ensuring diversified, sustainable revenue growth in support of our mission. He/she will champion development activities and shape an integrated development program that includes major gifts, annual giving, stewardship, donor engagement, and data-driven advancement operations. The CDO will lead the development team and work collaboratively with the President/CEO and Board of Directors to achieve the organization's short and long-term goals and objectives.

### Essential Functions

- Develop, execute, oversee and maintain a comprehensive development plan including annual fundraising, major gifts, special events, grant writing, planned giving and other sources of contributed income by individuals, businesses, community groups and foundations.
- Lead, coach, and mentor the development team. Cultivate a high-performing, mission-aligned, and collaborative culture where staff are empowered to achieve results.
- Develop and monitor development department budgets and contribute to the development of the overall organizational annual budget process.
- Lead development efforts of staff, board, committee members and other volunteers to identify and secure new sources of revenue annually.
- Create and execute annual and long-range development strategies with a focus on major gifts.
- Personally manage a portfolio of donor prospects and lead cultivation, solicitation, and stewardship efforts for major gifts.
- Build a highly collaborative relationship with marketing to ensure that storytelling and brand awareness inspire broader community support.
- Set and monitor measurable fundraising goals and key performance indicators across all development functions.

- Develop positive working relationships with local organizations, foundations, volunteer groups, and more to amplify partnership and funding opportunities that advance the mission.
- Foster a culture of giving and gratitude in alignment 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.
- 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.
- Participate in program activities to serve clients of the Charity and perform other related duties as assigned or requested to support and further the mission of RMHC-OKC.

## **Qualifications**

- Demonstrated ability to think and act strategically and build positive relationships with mission-aligned donors.
- Able to craft and articulate a compelling vision that inspires our community to support families of children who need healthcare
- Possess a minimum of 5 years of progressive work experience in fundraising and resource development with proven success in leading others to raise \$3+ million annually
- Exceptional communicator in written, public speaking, and interpersonal contexts. Can clearly and authentically communicate needs and impact.
- Experience in interpreting fundraising data to inform strategies, evaluate performance, and identify opportunities for growth.
- Demonstrated experience in leading a high-performing team to success and fostering a strong team culture of integrity, empathy, transparency, growth, collaboration, and stewardship.
- Ability to adapt, manage multiple priorities, and maintain a solution-oriented mindset
- Proficiency with donor CRMs
- Advanced degree from an accredited college or university strongly preferred
- Knowledge of local philanthropic market

## **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 development needs and scheduled events, including some travel across the state.

## **Reports to:** President/CEO

**Supervises:** Major Gifts Officer, Annual Giving and Stewardship Manager, and 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.