



Chief Development Officer

Position Description

The Girls Inc. of Greater Indianapolis Chief Development Officer (CDO) provides direct leadership to meet the defined strategic revenue and public relations goals of the organization through robust and successful fundraising and marketing initiatives. The CDO serves as the primary fundraiser and relationship builder for the 1.1-million-dollar organization and ensures a diversified and balanced funding stream. Along with the CEO, the Chief Development Officer serves as a public face of the organization to all stakeholders and constituents and, as such, must operate with the highest level of passion for the mission, integrity, and professionalism.

Supervisor: President & Chief Executive Officer

Supervisees: Manager of Institutional Giving,
Development Coordinator

Exempt

Full-time

Seasonal

Non-Exempt

Part-time

Major Areas of Responsibilities

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Fund Development, 70%

- Actively serve as the lead fundraiser, ensuring effective relationships, development plans, and strategies are in place and annual goals are reached as aligned with the agency strategic plan.
- Track, oversee, and regularly update the agency's Master Development Plan to ensure revenue goals are being met or exceeded.
- Identify, expand, and supervise grant and foundation opportunities.
- Oversee the identification, research, cultivation, communication, solicitation, acknowledgment and stewardship of individual, corporate, foundation, and other institutional funders donors at all levels to achieve fundraising goals.
- Supervise the planning and execution of all major agency events.
- Plan and supervise all department budgets to integrate with broader organization plans; track budgeted revenue to actuals and develop strategies to cover financial gaps.
- Actively identify donor prospects for the President & CEO level. Participate in and plan for funder visits and conversations with the President & CEO, keeping her and the Board apprised of all relevant fund development accomplishments and opportunities.
- Oversee and utilize an on-line donor database to effectively and efficiently communicate to supporters.
- Oversee the information-sharing processes between Development and Accounting departments to ensure accurate and timely reporting, and to identify efficiencies on an ongoing basis.
- Ensure maintenance and continuous improvement of Development Department systems (departmental process improvement, grant timelines, summaries, files, etc.).

Inspiring all girls to be strong, smart, and bold

Public Relations, 30%

- Continually find and creates opportunities to tell the Girls Inc. story in fresh and relevant ways to local and national print and digital media.
- Be proactive in all interactions with media to advance the Girls Inc. message such that Girls Inc. of Greater Indianapolis is the widely-respected authority on issues pertaining to girls ages 6-18.
- Position the President & CEO as the face of the organization and provide staffing for all media appearances and quotations.
- Develop and implement a regularly-revised calendar of public messages for all stakeholder segments, including use of both traditional and innovative outlets.
- Supervise creation of all external communications and promotional pieces of all formats, including newsletters.
- Ensure that Girls Inc. of Greater Indianapolis's branding standards and policies and procedures are adhered to by all areas within the agency.
- Oversee writing and distribution of press releases, respond to media and public information requests.
- Review and manage all marketing and media promotion related to special event execution.

Department and Agency Leadership

- Serve as a vital member of the leadership team by staying abreast of agency-wide issues and contributing to the development and achievement of the agency's long-term vision, positive culture, and strategic operating plans.
- Develop an effective relationship with the Girls Inc. Board, responding to information requests in a timely manner. Participate in all Board meetings and other Board Committee and Task Force meetings as needed.
- Provide leadership to the Development department in all areas – set clear and high expectations, provide effective coaching to develop the team, and provide an example to the team.
- Collaborate with Program and Volunteer staff to understand their objectives and integrate those objectives in Development strategies and functions.

Additional Responsibilities

- Perform other duties as assigned by the CEO.

Required Knowledge, Skills & Abilities

Critical and Demonstrable Skills

- Strategic thinking and ability to develop an effective long-term strategy and vision. Ability to inspire and engage others around a shared vision and strategy.
- Donor relationship-building and solicitation skills; able to develop new, retain existing, and deepen the engagement of donors/funders and volunteers.
- Demonstrated ability to solicit funding at all levels – especially high-level individual, corporate, and foundation gifts (five to six figure).
- Able to effectively manage both the overall process and personnel of a department.
- Effective analytical, problem solving, and decision-making skills (can gather and analyze data and information, track trends, and draw conclusions).
- High detail orientation and accuracy.
- Effective verbal, written, and interpersonal skills. Effective listening skills.
- Proactive in anticipating and alerting others to problems with projects or processes.
- Takes initiative and needs little supervision. Willing to learn and engages in self-learning.
- Able to work well in a team environment.

Education & Experience

- Bachelor's degree; CFRE and/or Master's degree preferred.
- Five years of proven experience in fundraising, including demonstrated personal solicitation experience.
- Minimum of 2 years of experience supervising others.
- Professional experience in preparing grant proposals and reports is required.
- Intermediate knowledge of technology equipment and applications is required.
- Experience with e-tapestry donor software is preferred.