



JOB DESCRIPTION

Job Title: Chief Development Officer

Department: Executive Team

Reports to: Chief Executive Officer

Effective Date: 10/14/2024

FLSA Classification: Exempt

Compensation Tier: 2

Remote eligible: Limited

*Exceptions to the salary range may be made for employees with special skills and talents.

Job Summary:

The Chief Development Officer (CDO) leads the philanthropic strategy that shapes and drives the growth and sustainability of the Education Foundation of Collier County – Champions For Learning. The CDO is a pivotal leadership role focused on nurturing relationships with donors while enhancing Champions For Learning visibility and impact through strategic marketing. The CDO will spearhead efforts to build a donor-centric culture, ensuring that fundraising strategies and marketing initiatives prioritize the needs, interests and engagement of donors while meeting the needs of the organization.

As the leader of the development team, the CDO will create and implement strategies that integrate donor relations with innovative marketing campaigns to grow revenue, build brand loyalty, and deepen donor engagement. This role will be instrumental in aligning messaging across all platforms, fostering long-term partnerships, and driving philanthropic investment and community involvement.

The CDO is an executive position that provides strategic input on key organizational decisions, and partners with leaders from across the organization to ensure that it is on a continued path for evolution, growth and impact. The CDO will report to and work intimately with the President and CEO, senior leadership team, and the Board of Directors to drive strategic fundraising efforts, ensure longevity and stability over long-term change, and foster a culture of philanthropy throughout the organization.

Supervisory Responsibilities:

- Oversees and mentor the Development team, ensuring that they are aligned with mission and objectives.
- Foster a culture of innovation, accountability and collaboration within the development team and organization.
- Build a high-performing team by recruiting, training, and developing staff in fundraising, and donor relations.



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Key Responsibilities:

- Create and Implement a Comprehensive Fundraising and Marketing Strategy
 - Develop and execute a comprehensive fundraising strategy that includes identifying and cultivating individual, corporate and foundation donors and prospects.
 - Lead and manage all aspects of the fundraising program, including major gifts, planned giving, annual fund, special events, and grant writing.
 - Develop and implement a marketing strategy to support fundraising efforts, including creating collateral materials, social media content, and other communications to promote Champions For Learning's mission and programs.
 - Work closely with the President and CEO and the Board of Directors to develop and maintain relationships with key stakeholders, including donors, volunteers and community leaders.

- Drive awareness and advocacy of Champions For Learning's mission to expand mission impact and organizations growth
 - Develop and implement strategies to raise awareness of Champions For Learning's mission and programs to increase its visibility and support.
 - Develop and strategies to engage and mobilize supporters to advocate for the mission and its impact on the community.
 - Represent Champions For Learning at community events, conferences and other public forums to enhance Champions For Learning's impact on the community.
 - Identify and cultivate relationships with key stakeholders, including potential donors, community leaders to advance the mission and goals.

- Team management and mentorship
 - Build and management a high-performing development team that is aligned with the mission, values and strategic priorities.
 - Provide leadership, guidance, and mentorship to development team to build their capacity to achieve fundraising goals and to support the mission and goals.



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- Foster a culture of collaboration, innovation and continuous learning within the development team and across Champions For Learning.
 - Develop and implement performance metrics and evaluation tools to ensure the team's performance meets or exceeds fundraising targets.
- Building a Donor-Centered Strategy
 - Develop and implement a donor-centered fundraising approach that builds strong relationships with donors, emphasizes Champions For Learning's mission and impact, and encourages donor and volunteer engagement and investment.
 - Develop and maintain a donor recognition program that celebrates and acknowledges donors' investments, successfully execute signature recognition event: Luminary Circle.
 - Ensure the timely and accurate acknowledgement of all gifts and donations and the proper stewardship of donor relationships.
 - Work with the President and CEO and the Board of Directors to develop and maintain a robust donor pipeline to support Champions For Learning's long-term fundraising goals.
- Manage development infrastructure to carry out well-crafted donor-centered development plan.
 - Develop and maintain effective systems and processes to support fundraising and development operations, including gift processing, database management and reporting.
 - Develop and implement a fundraising plan that includes clear goals, metrics, and timelines for achieving fundraising targets.
 - Build and manage a budget for the development team that is aligned with Champions For Learning's strategic priorities and goals.
 - Identify and implement technology solutions to support fundraising and development operations and to enhance donor engagement and stewardship.
- Major Donor Cultivation and Engagement



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- Develop and implement strategies for identify and cultivating major gift prospects, including individuals, corporations, and foundations to expand Champions For Learning's donor base.
 - Develop and maintain relationships with major gift donors through personalized engagement and stewardship activities, such as face to face meetings, cultivation events and recognition programs.
 - Work closely with the President and CEO and the Board of Directors to solicit major gifts and to develop tailored proposals and gift agreements that align with donors' interests and Champions For Learning's priorities.
 - Develop and manage systems for tracking and reporting on major gift fundraising progress and success.
- Fundraising, Volunteer and Program events
 - Lead the strategy and execution of major fundraising events, such as Night for Champions, volunteer appreciation events and program events.
 - Ensure events align with Champions For Learning's mission and goals, creating memorable experiences for donors, volunteers and constituents, enhancing engagement.
 - Develop and design promotion campaigns, develop sponsorship packages and drive participation through targeted outreach.
 - Engage key stakeholders, such as Board members, committee members, corporate sponsors and high-net-worth donors to ensure robust participation and philanthropic support for events.
 - Measure and report on event outcomes, including revenue, attendance and donor feedback to refine future event strategies.
- Executive Leadership Team Leadership, Planning and Strategy
 - Serve as a key member of the executive leadership team, working collaboratively with the President and CEO and other senior leaders to develop and implement Champions For Learning's strategic plan and mission.
 - Provide leadership and direction to the development team and other departments as needed to ensure alignment with Champions For Learning's goals and objectives.



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- Cultivate and foster a culture of philanthropy throughout Champions For Learning.
- Lead the annual planning and budgeting process for the development department, ensuring that goals are specific, measurable, attainable, relevant and time-bound.
- Represent Champions For Learning in public forums and develop and maintain relationships with external stakeholders, including donors, community leaders, and peer and partner organizations to advance Champions For Learning's mission and goals.

Competencies:

- Job Knowledge
- Communication
- Teamwork & Cooperation
- Professionalism
- Mission Statement
- Organizational Relations

Core Values:

- Trust
- Love
- Collaboration

Required Skills/Abilities:

- A demonstrated passion for Champions For Learning's mission and fundraising, with a deep understanding of and commitment to the values and principles of the nonprofit sector.
- Proven experience leading comprehensive fundraising programs and securing funding from a variety of sources with a track record of achieving fundraising goals.
- Strong communication and interpersonal skills, with prior experience in public speaking and external relations, and the ability to represent Champions For Learning to a variety of stakeholders, including donors, volunteers and partner organizations.
- Prior experience creating strategic multiyear fundraising plans and building consensus among stakeholders to achieve fundraising goals.
- Demonstrated success in team management and mentorship,



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with a commitment to creating a positive and inclusive work culture that fosters professional growth and development.

- Excellent organizational skills, with the ability to manage multiple priorities and deadlines while maintaining a high level of attention to detail and accuracy.
- Strategic thinker with strong analytical skills and the ability to execute innovative solutions.
- Will have access to and use of confidential information pertaining to donors, key stakeholders, volunteers, and constituents and must have a good sense of diplomacy.

Education and Experience:

- Minimum ten years of progressive comprehensive fundraising experience, including at least 3 years in a leadership role.
- Functional expertise in the use of Raisers Edge or similar CRM tools, fundraising software and data analytics
- Undergraduate degree required.
- CFRE and campaign experience preferred.

Physical Requirements:

- Prolonged periods of sitting at a desk and working on a computer.
- Must be flexible and able to work evenings/weekends as required by the position.
- Must be able to lift up to 25 pounds at times.