



POSITION DESCRIPTION

POSITION TITLE: Chief Development Officer
OPERATING UNIT: Resource Development
REPORTS TO: Chief Executive Officer
CLASSIFICATION: Full Time/Exempt

POSITION SUMMARY

The Chief Development Officer reports directly to and works closely with the Chief Executive Officer (CEO). Participates in realizing the vision and corporate goals set by the council's Board of Directors by working with the CEO and the management team in establishing and integrating the council's operational strategies, specifically as they relate to external support systems and resource development. As a key member of the council executive team, the CDO is responsible for providing leadership and direction to the council's volunteer and paid staff, and for ensuring the success of the council's external position through fund development in partnership with supporting functions to reach organizational goals and serve the mission of Girl Scouts.

ESSENTIAL DUTIES & RESPONSIBILITIES

- Works in partnership with the CEO and the executive team to shape the council's business strategies. Plays a key management and administrative role in the execution of the annual plan of work. Provides support to select committees of the council's Board of Directors.
- Responsible for oversight and planning of annual fundraising strategies to meet budget goals.
- Represents the council, as needed, to external audiences.
- Oversees budget development and monitoring for department. Leads efforts to ensure best practices are utilized and that resources are leveraged and deployed in the most effective way to accomplish the council's goals.
- Develops and implements strategies for resource development ensuring that revenue streams are diverse, and Girl Scouting is well supported in the council's jurisdiction.
- Works with department directors to manage external staff providing accountabilities and resources to meet organizational goals.
- Conducts ongoing research for adapting the fund development structure and processes to changing external environments.
- Develops and implements strategies for planned gifts, annual giving, sponsorships, special events, grants, donor stewardship.
- Provides leadership and vision for the strategic direction and management of annual fundraising plan.
- Implement, leads and manages a capital campaign as needed.

- Establish solicitation priorities, manage prospect lists and research, develop and execute targeted cultivation plans and solicitation strategies for a range of prospects; prepare and provide support to staff, board members and volunteers for solicitations.
- Work collaboratively with staff to cultivate identified institutional prospects and prepare foundation and government grant proposals.
- Work with the Marketing and Communications staff on the writing and development of capital campaign print and electronic collateral materials and coordinate their design and production; campaign communications, creating content for the e-newsletter and talking points for the media; integrate campaign milestones into ongoing public relations outreach.
- Manage the fundraising budgets in concert with the CEO, Board of Directors and committee members.
- Ensure that data related to prospects and donors is recorded and tracked in electronic and hard copy files; manage campaign record keeping, evaluate progress towards goals, prepare periodic reports on fundraising and present to the Board and senior staff; recommend revisions to the fundraising plan, as needed, to meet goals.
- Ensure donor acknowledgement, stewardship and public recognition, as appropriate.
- Participation in solicitations as appropriate.
- Prepare reports, briefing materials, correspondence, proposals, statistics, and related documents for solicitation of prospects and reporting to CEO, board of directors, staff and committee members.
- Responsible for developing and maintaining up-to-date standard operating procedures for assigned roles.
- Works collaboratively with volunteer staff and oversees the work of volunteer staff as needed.
- Actively participates in the development of environments that foster diversity, equity, inclusion, and access through words, actions, and attitude.
- Other duties and assigned.

REQUIRED COMPETENCIES/SKILLS:

- Business Ethics: Treats people with respect; Keeps commitments; inspires the trust of others; Works with integrity and ethically; Upholds organizational values.
- Managing People: Provides direction and gains compliance; Includes subordinates in planning; Takes responsibility for subordinates' activities; Makes self-available to subordinates; Provides regular performance feedback; Develops subordinates' skills and encourages growth.
- Strategic Thinking: Adapts strategy to changing conditions; Analyzes market and competition; Develops strategies to achieve organizational goals; Identifies external threats and opportunities; Understands organization's strengths & weaknesses.
- Team Leadership: Provides courageous leadership to teams, supporting and actively developing skills sets and knowledge acquisition of assigned staff.
- Customer Service: Establishes customer service standards; Monitors customer satisfaction; Promotes customer focus; Provides training in customer service delivery.

SUPERVISORY DUTIES

- Directs staff in providing and implementing resource development opportunities. Work with other departments to ensure cross-collaborative planning, processes and procedures.
- Provides regular performance reviews with direct reports.
- Provide leadership, direction and coaching.

EDUCATION AND/OR EXPERIENCE

- Bachelor's degree in a relevant course of study, or equivalent experience; graduate degree a plus, but not required.

- Minimum of seven (7) years of directly relevant work experience, preferably in a nonprofit organization, demonstrating progressively increasing responsibility and accountability, as well as overall functional success.
- Minimum of five (5) years in direct supervision of paid and volunteer staff.
- Board liaison experience a plus.

ADDITIONAL JOB REQUIREMENTS

- Clearance of background check and drug screen.
- Become a registered member of GSUSA.
- Access to reliable transportation.
- Must carry and show proof of 100/300/100 liability coverage on personal vehicle.

REQUIRED SKILLS & ABILITIES

- Demonstrated leadership, collaborative, management, and interpersonal skills.
- Evidence of having worked as a true business partner to a chief executive officer, including a proven willingness to share information.
- Past experience of partnering with other departments, as functionally necessary, as well as supervising staff.
- The ability to demonstrate and articulate a genuine passion for the Girl Scout mission and vision.
- Proven capability to maintain a high degree of confidentiality.

COMPUTER EQUIPMENT AND SOFTWARE REQUIREMENTS

- Computer literate with word processing and excel skills (i.e. Microsoft Office systems); ability to navigate and use Donor Perfect or similar software.

SELECTIVE ABILITIES & PHYSICAL DEMANDS: *The incumbent must be able to perform the following qualifications in order to be offered and/or maintain employment in this position.*

- Sedentary Work (use of light force to lift, carry, push, pull or move objects), not substantially exposed to adverse environment conditions, work occasional weekends and evenings/nights.
- This position requires the ability remain stationary and to use computer monitor, keyboard and mouse for extended periods of time.
- Must be able to speak and communicate clearly, such as in public speaking engagements.

WORK ENVIRONMENT

The employee will work in an office environment and in close quarters with other staff and clients. The noise level in the work environment varies from moderate to loud; hectic situations can occur.

This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.

As an employee, you are a representative of Girl Scouts Western Oklahoma and people form their impressions of the council in part, based on their interaction with you. Every personal contact is with a current or potential donor to the council, thus the impression we make through community and professional contacts, and involvement in collaborations with agencies, groups or organizations is important. Fund Development and Membership Recruitment is a role assumed by all staff positions.

The qualifications, physical demands, and work environment described herein are representative of those an employee will encounter and must meet to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The requirements listed in this document are the minimum levels of knowledge, skills and abilities.

I have read and understand the position description. I further understand and acknowledge that this current position description supersedes all former versions and shall in all instances apply.

Employee Name (Printed)

Employee ID#

Employee Signature

Date

Mission Statement:

**Girl Scouting builds girls of courage confidence
and character who make the world a better place.**



United Way
Community Partner