**Job Title:** Chief Development Officer

 **Department:** Fund Development

 **Reports To:** Chief Executive Officer

 **Salary Grade:** 8- Exempt

**Job Summary**

Develop and direct a Fund Development Plan approved by the Chief Executive Officer and Board of Directors. Cultivate a community of long term donors including individuals, foundations, and corporations.

**Essential Duties and Responsibilities**

* Responsible for positive, professional, and high quality customer service by maintaining good relationships with personnel within the Council and with external contacts, especially individual donors, corporations, foundations and community groups.
* Lead a team to develop, manage and evaluate all phases of internal and external fund raising programs including: annual giving, donor solicitations, special events, capital campaigns, foundation/grant requests, and planned giving.
* Lead the annual council United Way campaign and work with assigned staff and volunteers to support United Way activities.
* Research, expand and diversify revenue sources and donor base including individuals, corporations, foundations, businesses and government grants.
* Write and/or oversee grant writing to appropriate funding sources.
* Develop and administer annual fund development tactical plan and monitor to ensure that fund raising goals are met.
* Team with program and membership staff to identify needs and solicit opportunities for program funding.
* Develop and implement a comprehensive donor recognition program, and provide timely gift acknowledgements.
* Maintain accurate financial and donor records ensuring they are reconciled monthly with the accounting records.
* Develop and implement strategies to strengthen the image of Girl Scouting; and to raise awareness of the need for public support.
* Ensure that Planned Giving is an integral part of the Council’s fund development efforts.
* Prepare the annual Fund Development budget and work closely with the CFO on monthly variances.
* Maintain and extend Girl Scouting by strengthening its positive image in the communities of the Council; raising awareness of the need for public support; and developing new communication and funding strategies to reach under-served communities or populations.
* Maintain positive, professional, and friendly relationships with donors, corporations, volunteers, staff, and board members to strengthen the image of Girl Scouting and ensure a broad base of support for the Council.
* Provide advice, support, and technical assistance to the Board of Directors and its Fund Development Committee in carrying out its fund development goals.

**Minimum Qualifications**

* Bachelor's degree required, Master’s degree preferred
* Six years development experience
* Experience in planning and coordinating events for large numbers of participants
* Experience supervising the work of volunteers and professional staff
* Outstanding verbal and written communication skills
* Ease in speaking to large groups
* Budget development/oversight
* Knowledge and experience of fund raising and business management strategies and techniques
* Successful experience in developing and administering fund raising projects and in cultivating donors and funding sources
* Ability to organize and carry out a multifaceted work load
* Ability to work independently and as a team member
* Willing to work flexible work schedule including some evenings and weekends.
* Proof of meeting Oklahoma State requirements regarding auto licensing, driver’s license.
* Girl Scouts of Eastern Oklahoma believes that diversity and inclusion among our teammates is critical to our success and we seek to recruit, develop and retain the most talented people from a diverse candidate pool.

**PREFERRED QUALIFICATIONS:**

* Knowledge of Girl Scouting
* Knowledge of Raiser’s Edge Fund Development Software
* CFRE certified or CFRE eligible

11/2020