



Chief Development Officer

Position Posting

The Opportunity

GoochlandCares' next Chief Development Officer (CDO) will have the opportunity to join an established and respected organization built on the passion and commitment to provide basic needs, such as food, clothing and healthcare, to neighbors in need in Goochland. The CDO is an essential member of the Senior Leadership Team, working closely with the CEO and Board to build a comprehensive development program that helps ensure the long-term sustainability of the organization.

Goochland Cares Overview

GoochlandCares Free Clinic and Family Services is a private, multi-service nonprofit serving the community in varying capacities since 1952. Our mission is to provide basic human services and healthcare to our Goochland neighbors in need. We envision an equitable community in which all persons have their basic needs met, empowering them to lead lives of self-dignity and well-being. We promise to deliver quality, client-centered services with compassion and dignity.

GoochlandCares' programs and services are centralized in a high-quality building which was built in 2018 in Goochland, located approximately 30 minutes from Richmond, Virginia. This building was the result of a highly successful capital campaign that made the new building possible. This campaign demonstrated the high-level of community support for GoochlandCares. For more information, please visit our [website](#).

Position Overview

The Chief Development Officer participates as a member of the Senior Leadership Team (SLT). The CDO shall, in concert with other members of the SLT, provide leadership, strategic direction, management, and coordination for all fundraising and communications efforts at GoochlandCares (GC). The mission of this role is to create an annual strategy to promote and increase the organization's support from individuals, corporations, foundations, and other sources. The CDO oversees all internal development and communications functions and serves as a point of contact for all external engagement opportunities.

The CDO works closely with the Board of Directors (Board), Major Gifts Officer (MGO), and other staff and key volunteers to achieve the organization's fundraising goals. The MGO is responsible for identification and cultivation of the major donors, while the CDO is responsible for logistics and execution of the fundraising strategy.

Essential Job Functions

The Chief Development Officer is responsible for:

1. Development Leadership and Management
 - a. Prioritizes donor cultivation, stewardship, and appreciation.
 - b. Builds and manages a portfolio of approximately 50 donors and funders. (The MGO serves as a front-line fundraiser of high-level supporters by creating, managing, and securing gifts from a portfolio of 150+ current and prospective mid and major donors.)
 - c. In conjunction with the CEO, establishes development strategies, including an annual plan, and administers and oversees the implementation of all fundraising efforts.
 - d. Works in close partnership with the MGO to optimize the identification, cultivation, and solicitation of individuals, corporations, and foundations.
 - e. Works closely with community partners and businesses to increase visibility of GoochlandCares.
 - f. Provides detailed fundraising progress reports to the CEO, Board, and the Fundraising Committee.
 - g. Develops and maintains relationships on behalf of the organization, connecting others to the mission of GoochlandCares and educating the public to enhance fundraising efforts.
 - h. Collaborates with other organizations with similar missions to leverage resources that benefit clients.
2. Personnel Management
 - a. Directly supervises and supports the Development Team to ensure the optimization of each team member.
 - b. Provides ongoing performance feedback and direction to development staff.
 - c. Educates and empowers staff to enhance their effectiveness in development activities.
 - d. Participates in supervisory group meetings, providing support and input on supervisory issues and upcoming training topics.
3. Communications and Grant Management
 - a. Oversees production of all direct mail letters, case statements, grants, brochures, and sponsorship proposals to facilitate donor engagement.
 - b. Oversees the grant process ensuring accountability to funding entities and maximizing revenue from grants and foundations.
 - c. Ensures all internal and external communications are focused on quality, accuracy, and effectiveness.
4. Board Relations
 - a. Participates in the orientation of new board members annually.
 - b. Shares the development plan with the Board including specifics on Board Members' individual responsibilities and involvement.
 - c. Works with and supports the Board Fundraising Committee.
5. Financial
 - a. Develops and manages the annual budget for the Development department throughout the year.
 - b. In conjunction with other Development staff, leads development activities to ensure the organization has sufficient funds to carry out its mission.

6. Community Engagement

- a. Actively seeks and maintains positive relationships with business partners, governmental entities, donors, volunteers, the community at large, and other public agencies to increase knowledge and enhance partnerships.
- b. Supports new and ongoing community engagement events.
- c. Ensures all Development efforts are trauma-informed, client-centered, and mission-focused.

The new CDO will work on-site a significant portion of the week and must be able to travel to meet with donors and other stakeholders.

Requirements

The following represent the knowledge, skills, and abilities needed to perform the essential functions of the job.

- Personal values aligned with organizational values: commitment, compassion, excellence, integrity, and respect.
- Committed to the mission of GoochlandCares.
- Four-year college degree preferred, with a robust professional work history, showcasing increased work responsibilities throughout career progression.
- 5-10 years of proven experience managing a nonprofit fundraising program.
- A successful track record of personally engaging and stewarding donors and sponsors.
- Experience building and growing a high functioning team.
- Ability to work in a hands-on environment and “get the job done”.
- Must be willing to network in and build strong relationships within the Goochland community.
- Ability to gain the respect and support of various constituencies including Board and staff members, donors, foundations, and civic leaders.
- Demonstrated experience organizing and implementing such activities as direct mail and special events.
- Strong interpersonal communication and collaboration skills including empathy, patience, inclusivity, and active listening.
- Strong written and verbal communication skills.
- Committed to promoting a diverse, equitable, inclusive, and belonging culture.
- Strong ability to be a self-starter with excellent prioritization and time management skills.
- Ability and willingness to be flexible in work hours and schedule to meet the needs of the organization.
- Understands that all employees are responsible for volunteer engagement as evidenced by demonstration of effective skills in working with volunteers.
- Committed to a trauma-informed care approach that penetrates all aspects of management and administration.

Technical Skills

- Proficient with Microsoft Office.
- Experience working with CRMs (GoochlandCares uses eTapestry)

Physical Requirements and Environmental Conditions

- Must be able to lift up-to 50 pounds at times.
- Prolonged periods of sitting, standing, driving, talking, and lifting.
- Occasional exposure to inclement outdoor weather conditions.
- Must hold a valid driver's license.

Travel Requirements

- Regular local travel is required in the county and surrounding counties, and occasional overnight travel may be required (approximately three times throughout the year).

Competitive Salary & Benefits

The salary range starts at \$110,000 and is negotiable based upon related credentials and work experience.

Benefit offerings include options for health and dental insurance, paid-time-off, short-term disability insurance, a 403b retirement plan with match, employee assistance plan, Tele-Doc virtual doctor, and 14.5 holidays. Some of the benefits have shared employer and/or employee costs.

To Apply

To apply for the position of Chief Development Office, please go to: <https://warrenwhitney.isolvedhire.com/>. Make sure you attach your resume, cover letter, and professional references to your application. We look forward to reviewing your application and discussing how your expertise can contribute to the continued growth and success of GoochlandCares.

For best consideration, please submit your information by March 10, 2024. The position will remain open until filled.

We recognize the importance of confidentiality and that an expression of interest may be purely exploratory in nature.

GoochlandCares is Equal Opportunity Employer that does not discriminate on the basis of actual or perceived race, gender, creed, color, religion, alienage or national origin, ancestry, citizenship status, age, disability or handicap, sex, marital status, veteran status, sexual orientation, genetic information, arrest record, or any other characteristic protected by applicable federal, state, or local laws. Goochland Cares is committed to building a healthy, diverse, and inclusive culture where all are treated equitably and are empowered whether receiving or delivering services.