

AIDS Foundation Houston, Inc. Chief Development Officer (CDO)

Reports To: Chief Executive Officer
Status: Exempt
Prepared by: ADP TotalSource
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SUMMARY: The Chief Development Officer (CDO) is the chief philanthropic strategist, who fosters a culture of philanthropy within the organization to ensure that the organization's culture, systems and procedures support mission advancement. The CDO plans, coordinates, and leads the implementation of strategies to cultivate and steward donors and to maximize investment; assures development and maintenance of appropriate systems including volunteer and donor management, research and cultivation, and gift processing and recognition. The CDO ensures the success of special events, major donor engagement, private, public, corporate, and grant funding, giving societies, and in-kind donations. The CDO maintains accountability and compliance standards for donors and funding sources.

Core Competencies: The CDO must be able to accomplish the following:

- Determine the strategies and organizational department goals;
- Proactively work to reduce external threats and maximize opportunities for program success;
- Create strategy to address changing conditions and workable implementation plans
- Provide leadership regarding effective change management;
- Create the strategic annual development goals.
- Provide leadership, passion, and optimism; respect and trust;
- Mobilize others to aspire to mission fulfillment and vision realization.
- Delegate work assignments; match the responsibility to the person; give authority to work independently; set expectations and monitor delegated activities; provide recognition for results;
- Develop and implement departmental and program budgets; ensure cost saving measures; conserve organizational resources.

Basic Competencies-

- **Ethical**-Treats people with respect; keeps commitments; inspires the trust of others; works with integrity and ethically; upholds organizational values.
- **Leadership**-Exhibits confidence in self and others; inspires and motivates others to perform well; accepts feedback from others; gives appropriate recognition to others.
- **Professionalism**-Approaches others in a tactful manner; reacts well under pressure; treats others with respect and consideration regardless of their status or position; accepts responsibility for own actions; follows through on commitments.
- **Initiative**-Volunteers readily; undertakes self-development activities; seeks increased responsibilities; takes advantage of opportunities; asks for and offers help when needed.
- **Interpersonal/Communication Skills**-Focuses on solving conflict versus blaming; maintains confidentiality; listens to others without interrupting; keeps emotions under control; remains open to new things; manages difficult or emotional situations; responds timely to emerging needs; solicits feedback to improve service; meets commitments.
- **Oral Communication** - Speaks professionally in positive or negative situations; listens and gets clarification; responds well to questions; demonstrates group presentation skills; participates in meetings.
- **Written Communication** -Writes clearly and informatively; edits work for spelling and grammar; varies style to meet needs; presents numerical data effectively; able to read and interpret written information.
- **Problem solving**-Identifies and resolves problems in a timely manner; works well in-group problem solving situations; uses reason when dealing with emotional topics.
- **Judgment**-Displays willingness to make decisions; exhibits sound and accurate judgment; supports and explains reasoning for decisions; includes appropriate people in decision-making process; makes timely decisions.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Core duties and responsibilities include the following. Other duties may be assigned.

DUTIES AND TASKS

Planning and Implementation

Prioritizes and plans work activities; uses time efficiently; plans for additional resources; sets goals and objectives; develops realistic action plans.

1. Utilizes position and knowledge to lead in the development of plans.
2. Develops and implements agency Strategic, Annual and Departmental plans.
3. Ensures all grant/funder/stakeholder/committee requirements are included in a planning structure.
4. Ensures the appropriate use of resources in planning activities – Board, volunteers, vendors, committees, community partners.
5. Leads department to increase productivity, efficiency, and effectiveness.

Development Oversight and Management

Evaluates the effect of internal and external forces on the organization and its fund development, recommends short- and long-range fund development plans and programs that support the organization's values, mission and general objectives.

1. Oversees the development of the annual fundraising and marketing/communications plans.
2. Oversees the development of departmental and event budgets.
3. In consultation with the CEO, sets annual fundraising goals and objectives.
4. Ensures successful implementation of the planning of major giving, special events, and all fundraising initiatives.
5. Oversees or participates in the planning of major donor recognition events.
6. Keeps informed of developments in philanthropy and fund development as well as the general fields of management and the not-for-profit sector; informs the CEO, development committee and board on current trends, issues, problems and activities in order to facilitate policy making.
7. Oversees implementation of all aspects of agency fundraising and marketing/communication projects.
8. Helps develop a balanced funding mix of donor sources and solicitation programs tailored to the needs of the organization that will enable it to attract, retain and motivate donors and fundraising volunteers.
9. Helps leadership identify and address organizational development issues that challenge and support health and effectiveness.
10. Fosters a smoothly operating development function through timely and effective resolution of disruptions.
11. Ensures attainment of the organization's fund development activities through the selection, development, motivation and evaluation of human resources, both professional and volunteer.
12. Provides general oversight of all of the organization's fund development activities, manages the day- to-day operations of the development function, and monitors adequacy of activities through coordination with staff, appropriate committees, and governing body.
13. Assures stability by creating a working environment that is rewarding to staff and volunteers.
14. Oversees maintenance/operation of AFH websites, social media and fundraising platforms.
15. Spearheads annual campaign and stewardship letter initiatives.
16. Participates in the development of written funding proposals.
17. Recommends policy positions concerning fund development.
18. Arranges and facilitates tours and/or meetings with new Board members, current donors, and potential donors with CEO.
19. Coordinates agency representation at appropriate fundraising, civic, political, and media events.

Board Relations

Develops strategies with the Board Development Committee and CEO for attracting and cultivating new donors.

1. Solicits potential donors, especially with regard to major gifts.
2. Meets with Development committee, Board members, event chairs, and potential donors as needed.
3. Helps the board and development committee determine accountabilities for board members and fundraising volunteers and helps evaluate performance regularly.
4. Works with the CEO, development committee chair and chair of the board to ensure fulfillment of fund development roles and facilitate the optimum interaction between management and volunteers.

5. With the development committee chair, develops agendas for meetings so that the committees can fulfill their responsibilities effectively; develops an annual calendar to cover all crucial development issues in a timely fashion.
6. Informs the CEO and board leadership on the condition of the organization's fund development program and on all important factors influencing it.
7. Gets the best thinking and involvement of each board member and each fundraising volunteer; and, stimulates each to give their best.
8. Works with the CEO and board leadership to make development committee and the board function effectively in fund development.

Department Development, Compliance and Expectations

1. Reads, interprets, and implements policies, best practices, guidance, standards to create framework for programming, services, or departmental expectations.
2. Understands and implements department organizational development to better services and outcomes.
3. Uses and ensures the compliance of all protocols as required by funding sources.
4. Completes and submits timely and accurate documentation; financial/program paperwork, forms, letters, surveys, reports, meeting notes, and all other required correspondence, ensuring it is according to departmental standards.
5. Has knowledge of general office practices and procedures and uses them effectively to streamline work.
6. Reports to CEO and Board of Directors on the overall successes and issues regarding department.

Agency Compliance

1. Consistently at work and on time; ensures work responsibilities are covered when absent; arrives at meetings and appointments on time.
2. Follows instructions; takes responsibility for own actions; keeps commitments; commits to long hours of work when necessary to reach goals; completes tasks on time or notifies appropriate person with an alternate plan.
3. Reads, understands, and follows agency Policies and Procedures.
4. Maintains appropriate levels of documents regarding files, reports, correspondence, personnel and financial paperwork.
5. Understands and adds to the outcomes and progress of departmental goals.
6. Attends department, agency-wide staff meetings and other meetings as scheduled.
7. Communicates proactively and professionally with peers and stakeholders through phone and emails.
8. Follow all regulatory requirements for reporting suspected abuse or neglect.
9. AFH requires all employees to be vaccinated against COVID-19 within 30 days of beginning services and requires a COVID-19 negative result conducted no more than 72 hours prior to beginning services from an FDA-approved antigen test.

Stakeholder Interactions/Relationships

1. Forms professional relationships with all stakeholders - clients, target populations, donors, volunteers, interns, vendors, and community partners.
2. Ability to be culturally and linguistically competent in serving the needs of diverse clientele.
3. Provides professional level presentations to internal and outside groups on agency services.
4. Engages stakeholders through social, civic, business, and other events in the community.

Team Relationships

1. Serves as a senior member of the agency leadership team and liaison to the board.
2. Balances team and individual responsibilities; exhibits objectivity and openness to others' views
3. Gives and welcomes feedback.
4. Acts respectfully and supportively towards other team members' efforts.
5. Works as a highly cooperative member of the staff and volunteers to accomplish agency and departmental goals.
6. Accepts responsibility and willingness to be accountable by not blaming others for work product or issues.

Supervisory Responsibilities

All aspects of responsibilities must be in accordance with the organization's policies and applicable laws.

1. Responsible for the overall coordination, implementation, and evaluation of assigned employees.

2. Effectively manages team to ensure completion of work, high level of cooperation, and integration with other departments.
3. Directly supervises assigned staff, interns, and volunteers as assigned.
4. Provides general supervision and guidance for all staff, interns and volunteers.
5. Responsible for interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees
6. Addresses and manages employee complaints and team/employee issues.
7. Uses staff in planning, decision-making, facilitating and process improvement;
8. Develops subordinates' skills and encourages growth
9. Continually works to improve supervisory skills.

Fiscal Oversight

1. Develops and is responsible for the implementation of assigned program budgets and agency budget goals.
2. Ensures fundraising goals and spending are met.
3. Meets regularly with staff to ensure budget and finance issues are resolved timely.
4. Participates in the budget development and revision process with Senior Leadership Team.
5. Provides budget information to the CEO during the annual budget process.

Resource Development:

1. In coordination with the assigned team ensures the completion of government funding RFPs.
2. Provides accurate information regarding donor and budget needs for grant writing purposed.
3. Develops yearly with CEO the opportunities to develop income and resources for programs beyond government funding.

EDUCATION AND/OR EXPERIENCE:

1. Completion of a bachelor's degree with three years' experience in a leadership position in a non-profit organization.
2. Five to seven years of development experience of an organization with a fundraising goal of \$2 million+ annually.
3. CFRE certification highly preferred.

Work Experience – Experience leading a development department including special events, donor campaigns, foundations, and grants. Experience in a leadership role regarding overall organizational development, human resources, and non-profit operations. Understands non-profit legal and donor rights requirements. Strong strategic planning, communication and administrative skills. General office software, particularly the Microsoft Office Suite, Donor software (e.g., Salesforce) and use of databases, Supervision of staff, including regular progress reviews and plans for improvement. Supervisory experience required. Database analysis, report writing and compliance experience strongly preferred.

Additional Requirements: NA

Computer Skills

To perform this job successfully, an individual should have basic proficiency in database software; Internet software; Spreadsheet software and Word Processing software. Knowledge and experience in database development and/or data management, preferably in a nonprofit setting.

Language Skills

Ability to read and write at a professional level: to read, analyze, and interpret and implement general business documents, professional journals, technical procedures, or governmental regulations and write reports, business correspondence, and procedure manuals. Ability to gather data, analyze information and interpret information to build useful and required reports or presentations. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the public. Writes clearly and informatively; edits work for spelling and grammar; varies style to meet needs; presents numerical data effectively; able to read and interpret written information.

Mathematical Skills

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs. Ability to adapt a budget into a tracking form and understands the basics of a budget.

Reasoning Ability

Ability to prioritize multiple tasks by using reasoning to determine priorities. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to talk or listen. The employee is frequently required to sit. The employee is occasionally required to stand and walk. The employee must regularly lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision.

1. Ability to perform routine bending/stooping while filing and performing office/outreach duties.
2. Ability to perform routine twisting/reaching while working at computer/desk and performing office/outreach duties.
3. Ability to perform routine walking/standing during course of day and while performing office/outreach duties.
4. Ability to hear and speak well enough to converse over telephone and in person 100% of the time.
5. Ability to see well enough to use computer efficiently and read computer reports and correspondence 100% of the time.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

SALARY RANGE

\$105,000 to \$110,000

Please submit resume to Amy Leggio at leggio@afhouston.org.