

**The Brookwood Community
Job Description**

Position Title: Chief Development Officer
Department: Development
Reports to: Chief Executive Officer
FLSA Status: Full-time/Exempt; Typical Schedule Monday-Friday, 8:30am – 5:30pm
Prepared Date: December 30, 2024

SUMMARY:

Chief Development Officer coordinates a comprehensive plan to create a culture of philanthropy and gratitude to provide funding for the determined priorities of the Brookwood Community by developing and implementing programs and procedures to meet the general operating, restricted, capital and endowment goals and leading the Development Department staff and volunteers to accomplish strategies to obtain financial and in-kind gifts in compliance with Brookwood policies and values.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

1. Participates with the CEO, Senior Leadership Team and Board to identify Brookwood’s strategic goals and funding needed to accomplish general operating, restricted, capital and endowment goals. Translates those goals into achievable strategies for the Development Department members.
2. Organizes procedures, hires and manages the Development Department staff members, and sets the overall plan and budget to accomplish funding goals.
3. Coordinates with all Brookwood departments and Community members to provide general information and oversight of Brookwood’s fund development and external activities and fosters a culture of philanthropy within the organization.
4. Maintains a portfolio of individual and foundation donors. Prepares and executes plans to cultivate, engage, solicit, and steward donors to support Brookwood’s mission.
5. Oversees staff engagement with key volunteers and committees to implement successful fundraisers including the I Believe in Brookwood fund, Biennial Brookwood Benefit Luncheon, and Biennial Evening Gala, and other events as needed.
6. Monitors Development department’s stewardship of donations, assuring donations are properly booked and reconciled with the Business department, donors are thanked and receipted, restricted donations are expended by departments as requested by donor, and reports are shared with donors as needed. Provides guidance to managers of Brookwood departments as they gather and evaluate data relative to the impact of restricted donations on the mission’s programs, and assists these managers in preparing of interim and/or final reports and documentation requested by the donors.

7. Interfaces with the Board of Directors and Advisory Board by preparing specific funding campaign updates, reports, coordinating assignments and following up on completion of assignments by members of both Boards.
8. Provides content for newsletters and other communication pieces and represents Brookwood to various constituencies, often speaking to organizations to provide information about and promote Brookwood's mission.
9. Other duties and responsibilities as assigned.

SERVICE THROUGH CORE VALUES – The Chief Development Officer will honor God by serving the Citizens of Brookwood and their families, the Development Team and Brookwood Community Members, Brookwood supporters and volunteers, and everyone associated with Brookwood in the spirit of the mission's Core Values: depending upon and sharing God's GRACE with all humility; looking for OPPORTUNITIES to benefit and enhance the lives of others; acknowledging the DIGNITY of each person and their unique giftedness; showing RESPECT for all through actions of goodwill and generosity; practicing INTERDEPENDENCE to solidify the strength and success of the community; committing to CONTINUAL IMPROVEMENT to cultivate maximum input and outcomes; and engaging with everyone HONESTLY and with all due diligence.

EDUCATION AND EXPERIENCE – Minimum Bachelor's degree (B.A.) college or university, master's degree preferred; at least ten years related experience as a senior development professional including knowledge of annual fund, events, grants, donor stewardship processes, and leadership experience.

SKILLS AND ABILITIES – Must embrace Brookwood's culture, mission and values and possess strong oral and written communications skills of both a business and personal nature. Must demonstrate strong interpersonal skills and the ability to establish and maintain long-term relationships with individuals and organizations. Must be able to manage complex organizations and projects; handle multiple tasks and deadlines.

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 accommodation 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 communicate verbally both in person and by phone. The employee frequently is required to sit for long periods of time while working at a computer terminal. Specific vision abilities required by this job include close and color vision. The employee frequently is required to stand and walk while giving tours.

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