



**JOB TITLE:** Chief Development Officer

**REPORTS TO:** Chief Executive Officer

**SUPERVISORY RESPONSIBILITY:** No

**FLSA STATUS:** Exempt – Salary

**LOCATION:** Sacramento, CA

## **The Opportunity**

Big Brothers Big Sisters of the Greater Sacramento Area (BBBS GSA) is hiring a Chief Development Officer (CDO) to lead and cultivate the implementation of a diversified, integrated fundraising strategy for the agency. The CDO should have extensive experience with the creation and support of a robust fundraising strategy with an emphasis on individual giving, along with experience in developing innovative initiatives that drive fundraising growth, adaptability, and sustainability. Serving as an advisor and partner to the CEO and Board of Directors' Fundraising Committee, the CDO works closely with the board and executive leadership team to identify key opportunities and contacts as well as provide direction and assistance to individual board members in the donor solicitation process. The CDO collaborates with BBBS GSA staff and builds support within the Sacramento community to further the vision of the organization. Additionally, the CDO partners with the CEO to help drive the strategic direction of the organization, ensuring fund development goals align with BBBS GSA's strategic plan.

## **Essential Roles and Responsibilities**

### **Fundraising Strategy**

- Create, lead, and implement a diversified, integrated fundraising strategy that includes, but not limited to individual gifts, major and planned giving, donor-advised funds, corporate and grant/foundation giving, and cause marketing.
- Raise funds for BBBS GSA's operating budget and restricted priorities with an emphasis on accelerating individual giving and growth in corporate and foundation giving.
- Develop, lead, and execute a comprehensive campaign aligned to BBBS GSA's strategic plan and supporting revenue opportunities across our service area of Sacramento, Yolo, and South Placer Counties.
- Identify and develop strategies for potential launch of an endowment.
- Oversee stewardship strategy of BBBS GSA gifts and guides communication and cultivation of BBBS GSA donors.
- Formulate short- and long-term fundraising goals concerning the fundraising efforts of the organization.
- Discover and steward new and potentially lucrative revenue streams for the expansion of the organization's fundraising efforts; anticipate and respond to changing business and fundraising environments.
- In collaboration with the CEO, track revenue and fundraising trends; use the information to predict future opportunities for expansion efforts and avoid any downtrends in individual, corporate, or foundation gifts.
- Manage development operations and processes for donor acknowledgement, engagement, and recognition.
- Drive major gift strategy in partnership with the CEO.
- Develop, edit, and revise written proposals, letters, and other communications for individuals, corporations, foundations, and grantors.

### **Strategic Leadership**

- Translate organization vision, strategy, goals, and performance targets into fundraising opportunities.



- Oversee, coordinate, and connect the work and vision of BBBS GSA and BBBS of America to generate increased revenue and partnership opportunities.
- Lead the development of the strategies, structure, and operating systems to achieve short- and long-term fundraising goals.
- Create and communicate a compelling case of the BBBS GSA vision and strategy to individuals, corporations, foundations, and other audiences.
- Anticipate and respond to changing business conditions with innovative and creative solutions.
- Assure resource development and marketing strategies are aligned and integrated to achieve effective and impactful outcomes.
- Build strong relationships with major BBBS GSA donors.
- Provide support for board meetings including creation and delivery of presentations as needed.
- Develop relationships with members of the Board of Directors; encourage them to give personally and provide training, if needed, to help them generate funds from others.
- Lead the Board of Directors Fundraising committee
- Lead special projects as needed

### **Culture**

- Commitment and love for the cause and mission of Big Brothers Big Sisters. The CDO will embrace and embody the mission of BBBS GSA and its commitment to empowering and inspiring every young person to reach their full potential.
- Energized working as a local affiliate of a national organization while continually innovating to help expand the reach of the fundraising strategy.
- Innovative spirit, with the courage to ignore convention when necessary and create change for donors who want to see progress and impact.
- High energy and outsized optimism when seeking charitable gifts.
- Demonstrate a commitment to cultural diversity and inclusion that reflects BBBS GSA's commitment to justice, equity, diversity, and inclusion (JEDI). It isn't enough to say we are committed to JEDI. We must work intentionally and diligently to bring about change. We actively work to promote JEDI throughout our organization. This commitment extends not only to an inclusive hiring and recruitment practice, but also to the policies, processes, and procedures our staff, families, mentors, donors, and community partners rely upon to create connections within the Sacramento communities we serve.
- Monitor progress against performance targets and indicators; implements countermeasures as needed.
- Key strategist and shaper of culture that embraces philanthropic partnerships.
- Provides consistent and proactive follow-up after meetings.
- Other duties as assigned.

The above statements reflect the general duties, responsibilities and competencies considered necessary to perform the essential duties and responsibilities of the job and should not be considered as a detailed description of all the work requirements of the position. BBBS GSA may change the specific job duties with or without prior notice based on the needs of the organization.

### **Ideal Candidate Profile**

- An experienced leader in the field of development with a measurable track record of success, particularly in cultivation of and stewardship of individual giving activities.
- A strategic and results-oriented leader, the CDO sets and articulates a vision for the organization's current and future state of fundraising plans and approach.
- Possesses strong consensus building attributes, has a passion for empowering the potential of youth, can set, and execute a vision with a hands-on, foundation-building style.



- Treats others with respect, champion collaboration, professional development, and innovation.
- Has experience working closely with a board, CEO, staff, and other constituents at a non-profit organization.
- A deeply skilled and well-connected leader, a persuasive speaker, writer, and skilled listener with confidence, creativity, and sophistication to appeal to partners and donors throughout the Sacramento region.
- Has earned a bachelor's degree with a minimum of 5 years of measurable, proven, fundraising success.
- Federated nonprofit model knowledge and experience is preferred.

#### **Hours, Compensation, and Benefits**

- The Chief Development Officer is a full-time, exempt position.
- Salary range: \$86,429 - \$109,450 annually depending on certifications, education, experience, and fundraising history.
- Medical, dental, and vision
- Vacation, Sick leave, 12 paid holidays

#### **Equal Employment Opportunity**

It is the policy of Big Brothers Big Sisters of the Greater Sacramento Area to provide equal employment opportunities to all candidates and all employees without regard to race; color; religion; national origin; sex (including same sex); pregnancy, childbirth, or related medical conditions; age; genetic information; disability; citizenship status; military status; veteran status; or any other category protected by law.

#### **Americans with Disabilities Act**

Employee must be able to perform all essential job functions, with reasonable accommodations.

#### **To Apply**

Send cover letter, resume, and one fundraising related writing sample of not more than 5 pages to: Dimitrius Stone, CEO, [Dimitrius@bbbs-sac.org](mailto:Dimitrius@bbbs-sac.org)