

Chief Development Officer Job Description



JOB SUMMARY

The Chief Development Officer will lead Untold into the next season of expanding the organization for greater impact. The CDO must be someone that buys into the very relational approach that Untold has for their development strategy. This individual will spend his or her time focused on team leadership, donor cultivation, and strategic initiatives. As a member of the leadership team, the CDO will partner with the CEO, Managing Director, and development team on all major fundraising activities while leading the development staff and establishing the proper systems and communications to ensure continued growth. With the organization poised to double in size over the next 3-5 years, the CDO will make a major impact on the future of the organization.

SKILLS NEEDED

- + Bachelor's Degree required
- + At least 7 years of experience in the development and implementation of a broad-based fundraising program including major gift donors, church partners, corporations, and foundation grants
- + Passionate about the mission of Untold
- + Ability to influence and authentically engage a wide range of donors and build long-term relationships
- + Prior experience leading teams to achieve results through collaboration, developing trust, providing challenge, and leading with humility
- + Global fundraising background preferred but not required
- + Ability to develop and implement a strategic plan, either multi-year or annual
- + Flexible and adaptable style of leadership that can positively impact both strategic and tactical fundraising initiatives

- + Strong organizational and time management skills
- + Excellent work ethic, collaborative, and results-oriented
- + Honest, trustworthy, and exhibits sound judgment
- + Ability to travel to East Africa at least once per year and stateside travel as needed

AREAS OF RESPONSIBILITY

- + Partner with the CEO, Managing Director, and development team on all major fundraising initiatives
- + Provide ongoing coaching, teaching, training and strategic leadership to the development team
- + Develop and implement a comprehensive fundraising plan to include major gift donors, church partners, corporations, and foundation grants
- + Manage portfolio of donors and prospects through a relational approach of personal visits and outreach
- + Cultivate relationships with current and prospective donors of Untold to produce increased engagement and giving
- + Collaborate with the Managing Director to enhance relationships and create greater fundraising and outreach possibilities
- + Partner with the Operations Team to ensure communications and systems are optimized to meet development objectives
- + Grow and expand the development team as necessary through recruiting and training

COMPENSATION & BENEFITS

Full-time employees are entitled to compensation commensurate with experience. Benefits for full-time employees include health insurance stipend, paid vacation, holidays, flex working environment, parental leave, professional development, SIMPLE IRA, and more.

IF INTERESTED, SUBMIT RESUME AND COVER LETTER TO MOLLY@UNTOLD.ORG