

Chief Development Officer, Job # 1905
Child & Family Services

Position: Chief Development Officer
Department: Development
Reports To: President/CEO
FLSA Status: Exempt

Position Summary:

The Chief Development Officer is an executive level position reporting to the President/CEO of Child & Family Services. The Chief Development Officer provides executive leadership to Child & Family Services in fund development in order to develop, implement and maintain an active, effective, and comprehensive fund development program. The incumbent must have a belief in the vision and mission of Child & Family Services and an ability to conceptualize, integrate and articulate this vision and mission to effectively substantiate, support and operationalize various development initiatives.

Major Responsibilities/Activities:

- Responsible for the overall operation of the Development and Public Relations Departments, including recruitment, supervision and evaluation of staff;
- Responsible for planning and implementing comprehensive development and cultivation plans;
- Provide leadership for ongoing development programs, cultivation initiatives, and public relations program;
- Provide leadership and oversight for the marketing and branding initiatives;
- Provide leadership for agency capital campaign;
- Responsible for oversight of Public Relations activities;
- Responsible for developing/managing the department's budget as well as strategic planning/positioning overall agency development functions;
- Serves as a member of the Executive Management Team;
- Work with board members, to direct and conduct cultivation, solicitation and stewardship for key donors and prospects;
- Staff Child & Family Services Development Committee and marketing group;
- Apply skills and knowledge in all areas of philanthropy, i.e. annual, capital, endowment, special events, planned giving;
- Identify prospects and work with volunteers in solicitation of major gifts;
- Responsible for donor stewardship activities;
- Coordinate overall donor and agency related publications/reports to ensure that materials generated reflect development and agency initiatives and mission;
- Work closely with agency partners to organize and coordinate agency development, marketing and public relations initiatives;
- Oversee prompt and accurate recording and acknowledgement of all gifts;
- Coordinate departmental recruitment of volunteers and college internships;
- Produce all necessary management reports on fund development activities (internal accountability/external communications);
- Collaborate and work closely with program directors;
- Effectively use MIS Systems/computerization to enhance implementation of development programs;
- Utilize Agency phone and email systems following standard customer services protocol. This includes: answering the telephone in a timely and professional manner, directing calls appropriately and returning phone and email requests promptly. Demonstrate excellent phone etiquette and customer service skills. Also demonstrate knowledge of agency programs and services.
- Maintain positive working relationships with program staff and others within the agency. Demonstrate strong interpersonal skills during interactions with internal and external customers.
- Participate in the Quality Improvement program;
- Models and practices sensitivity, fair treatment and acceptance of diversity in all interpersonal interactions

- Must maintain and submit all of the required documents and comply with all aspects of the Vehicle Safety and Usage Policy.
- Perform other duties as the position may require.

Minimum Requirements:

- Baccalaureate degree.
- Minimum of 8-10 years experience successful fundraising at a large not-for-profit, including 5 years management.
- Ability to recruit, organize and motivate staff and volunteers to participate effectively in fund raising and development activities.
- Superior communication skills (verbal/written) are required.
- Demonstrated careful judgment, strong problem solving and decision making skills.
- Ability to multitask and prioritize projects/activities.
- Competent computer/work processing skills.

Essential Physical Requirements:

Good computer/word processing skills.

Possess the ability to communicate and exchange accurate information in face to face interactions, as well as via phone and computer.

Possess the ability to access multi-level buildings.

Essential Mental Requirements:

Ability to assume high level of responsibility and work autonomously without close supervision.

Ability to handle varied duties and multiple tasks under pressure.

Ability to interact with diverse agency personnel at all levels and functions.

Strong verbal, interpersonal and communication skills.

Ability to conduct effective manual and electronic legal research.

Ability to analyze complex legal issues and formulate sound recommendations/opinions based upon this information.

Equipment Used:

Computers and database software

Environmental Working Conditions:

Performs duties indoors and outdoors. Able to use utilize stairways.

Please submit cover letter and resume to:

jobs@cfsbny.org

OR

Human Resources, Job #1905

Child & Family Services

330 Delaware Avenue

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M/F/D/V/EOE