

Big Brothers Big Sisters of Pinellas Chief Development Officer Position Announcement

Position Overview

Big Brothers Big Sisters of Pinellas County, located in Largo, Florida (Tampa Bay), seeks an ambitious, results-oriented Chief Development Officer with a heart for the Big Brothers Big Sisters' mission of providing children facing adversity with strong and enduring, professionally supported 1-to1 relationships that change their lives for the better, forever.

The CDO reports directly to the Chief Executive Officer, works collaboratively with volunteer leadership and serves as a member of the executive team.

The Chief Development Officer is responsible for securing the private financial resources needed for operational costs and long-term sustainability of Big Brothers Big Sisters, enhancing current fund development initiatives and developing, evaluating and maintaining new private funding sources.

The CDO serves as the leader for agency fund development helping the Chief Executive Officer, Board of Directors and management team develop and deliver a multi-year revenue plan that aligns with the agency's growth agenda. The CDO plays a lead role in fostering a culture of philanthropy and assures that the organization's culture, systems, processes and procedures support achieving the agency's revenue goals in alignment with fund development best practices.

The CDO functions as the agency's principal fundraiser, with an emphasis on major gifts. The CDO personally manages a portfolio of 100 – 150 prospective donors, which entails making 30 – 40 visits per month, developing and implementing written strategies based on capacity and readiness to give and determining how assigned prospects will be solicited for their annual fund gift.

Key elements of the fund development program include:

- an annual giving program;
- major gifts from individuals;
- donor acquisition and fundraising events (Bowl for Kids' Sake, Major Golf);
- Charity of Choice – 3rd Party
- corporate and foundation giving.

Supporting elements include:

- donor stewardship;
- gift entry and acknowledgement;
- database management;
- donor research, marketing & communications; and
- volunteer recruitment.

As a member of the management team, this position helps shape agency strategy and plays a leadership role in achieving the agency's operating plan. The position works in close collaboration with other members of the agency's executive and management teams, as well as other Big Brothers Big Sisters agencies and the National Office.

Employer Information

Big Brothers Big Sisters Serving Pinellas, Hernando and Citrus Counties, located in Largo, Florida (Tampa Bay), is the premier youth development mentoring agency serving Pinellas, Hernando and Citrus Counties with an annual operating budget of \$2.5M.

Our vision is successful mentoring relationships for children who need and want them, contributing to better schools, brighter futures and stronger communities, and the impact of our programs. Our mission is to provide children facing adversity with strong and enduring, professionally supported 1 to 1 relationships that change their lives for the better, forever.

The power of Big Brothers Big Sisters' mentoring programs has been validated by national research. As a result of participating in our programs, Little Brothers and Sisters are more confident, able to get along better with their families, less likely to begin using illegal drugs and alcohol and less likely to skip school.

Big Brothers Big Sisters Serving Pinellas, Hernando and Citrus Counties is a member of the Big Brothers Big Sisters of America Large Agency Alliance, a group representing the top 35 performing agencies of the over 350 Big Brothers Big Sisters agencies throughout the country. All aspects of our agency are overseen by a Board of Directors that includes some of the top ranked executives in the Tampa Bay Area and in the country. Big Brothers Big Sisters of Pinellas County was awarded a 4-Star Rating by Charity Navigator, signifying that our organization exceeds industry standards and outperforms most charities in its category.

Requirements

The position requires a Bachelor's degree from an accredited college or university, 5 years experience in fund development with an emphasis in major gifts and a minimum of 2 years supervisory experience. CFRE is a plus. In addition, the ideal candidate will:

- be an enthusiastic champion for the Big Brothers Big Sisters mission;
- have a proven track record of personally securing private and corporate revenue targets of over \$750K annually with the ability to increase revenue targets over time; and
- demonstrate a thorough understanding of fund raising concepts and best practices; and be a savvy relationship builder with exceptional oral and written communication skills.

Salary is competitive.

Travel and early morning, evening and weekend work will be necessary.



Big Brothers Big Sisters
serving Pinellas, Hernando & Citrus Counties

Job Title: Chief Development Officer
Date: January 2011
Department/Location: Development
Exempt: X **Non-Exempt:**
Reports to: Susan Rolston, Chief Executive Officer

Position Vision

To secure and increase the private financial resources needed for the operational costs and long-term sustainability of Big Brothers Big Sisters. This position is responsible for enhancing current fund development initiatives and developing, evaluating and maintaining new private funding sources.

Position Summary

The Chief Development Officer serves as the agency's principal major gift fundraiser and as the leader for agency fund development helping the Chief Executive Officer, Board of Directors and management team develop and deliver a multi-year revenue plan that aligns with the agency's growth agenda.

The CDO plays a lead role in fostering a culture of philanthropy and assures that the organization's culture, systems, processes and procedures support achieving the agency's revenue goals in alignment with fund development best practices. The CDO directly manages the Director of Development and a half-time administrative assistant. The Director of Development supervises the Development Support Manager and other staff as assigned.

Key elements of the fund development program include: an annual giving program; major gifts from individuals; donor acquisition and fundraising events (Bowl for Kids' Sake, Major Golf); Charity of Choice – 3rd Party; and corporate and foundation giving. Supporting elements include: donor stewardship; gift entry and acknowledgement; database management; donor research, marketing & communications, and volunteer recruitment.

As a member of the management team, this position helps shape agency strategy and plays a leadership role in achieving the agency's operating plan. The position works in close collaboration with other members of the agency's executive and management teams, as well as other Big Brothers Big Sisters agencies and the National Office.

Position Responsibilities

- A. Develop and implement a strategic and comprehensive annual plan with overarching, measurable goals for the department, and specific measurable goals for each aspect of the program. In addition, the plan includes:
 - Case for supporting the organization with specific fundraising priorities
 - Metrics for analyzing and monitoring work
 - Role of the CEO, Board and other volunteers in fund development
 - Calendars for annual giving, special events, marketing collateral and stewardship
 - A written plan for identifying, qualifying, cultivating, soliciting and stewarding an agreed upon number of individual, foundation and corporate potential donors capable of giving \$10,000 and more over time.
- B. Set and achieve, in close collaboration with the chief executive, annual agency private revenue goals; monitor biweekly and report monthly on progress against goals; analyze trends and make adjustments throughout the year.
- C. Personally manage a portfolio of up to 100 to 150 prospective donors which would entail:
 - Making 30-40 visits per month.
 - Developing and implementing written strategies based on capacity and readiness to give.
 - Determining how assigned prospects will be solicited for their annual fund gift.
- D. Represent BBBSPC at cultivation and networking events
- E. Recruit, hire, train, and manage direct reports to ensure the performance, development and retention of fund development staff according to agency policies and national fundraising professional standards.
- F. In partnership with the CEO and board leadership, ensure that board members have the knowledge, characteristics, skills and motivation to enable them to fulfill their fund development agreed upon performance goals.

- G. Support the CEO's and board leaders' major gift work with top donors and prospects, including prospect identification, cultivation, solicitation, close and follow through.
- H. Design and implement new and continuing giving opportunities for the major donor segment that complement and expand existing opportunities
- I. Achieve a balanced fund development program while prudently managing resources and applying them toward strategies with the highest potential for return and sustainability
- J. Direct the sound fiscal operation of development functions including timely, accurate and comprehensive development of charitable contributions income and expense budgets, monitoring and implementation
- K. Ensure effective donor stewardship, information systems (gift entry; database management; report generation), and prospect research
- L. Work in tandem with Finance/Operations to ensure an unqualified audit for all fund development transactions.
- M. Additionally, other duties as assigned by the CEO

Job Qualifications

Must possess a minimum of a Bachelor's Degree from an accredited college or university with at least 5 years experience in fund development and demonstrate knowledge of fund raising concepts, significant major gifts experience and results preferred. Additionally, CDO must:

- A. Must have a proven track record of raising at least \$750K in private revenue annually for at least three years.
- B. Must be willing to work as needed to accomplish the job requirements.
- C. Must possess a minimum of two years of supervisory experience.
- D. Must be willing to work with diverse populations.
- E. Must be willing and able to travel when necessary.
- F. Must be willing and able to make last minute changes to accommodate job responsibilities.
- G. Must have reliable transportation.
- H. Must be able to attend events in the early morning, evening and weekends

Additionally, demonstrated technology skills including word processing and donor database management are required; strong interpersonal, organizational, writing, public speaking, strategic and analytic skills will be expected from an ambitious, results oriented leader.

Special Skills/Abilities

Strategic Agility – See ahead clearly; can anticipate future consequences and trends accurately; has broad knowledge and perspective; is future oriented; can articulate visions of possibilities and likelihoods; can create competitive and breakthrough strategies and plans.

Interpersonal Savvy – Relates well to all kinds of people, up, down , inside and outside the organization; builds appropriate rapport; listens, builds constructive and effective relationships; uses diplomacy and tact; truly values people, can diffuse even high-tension situations comfortably.

Results - Can be counted on to exceed goals successfully, is constantly and consistently one of the top personal performers; very bottom-line oriented; steadfastly pushes self and has the ability to motivate and inspire others for results.

Process Management – Good at figuring out the processes necessary to get things done; knows how to organize people and activities; understands how to separate and combine tasks into efficient work flow; knows what to measure and how to measure it; can see opportunities for synergy and integrations; can simplify complex processes; gets more out of fewer resources.

Creative Thinking - Seeks out new ways to engage donors in order to reach and exceed fund development goals.

Perseverance – Pursues everything with energy, drive and a need to finish; seldom gives up before finishing; especially in the face of resistance or setbacks.