



<p>Job Title: Chief Development Officer Reports To: Executive Director FLSA Job Status: Exempt</p>		
<p>Basic Job Functions:</p> <ul style="list-style-type: none"> • Develops goals and strategies for all fundraising campaigns. • Designs and implements marketing programs and special events to maximize prospect/donor engagement. • Manages and develops a prospect portfolio to optimize fundraising opportunities. • Provides input to strategic decisions that affect the functional area of responsibility. May give input into developing the budget. • Annual fund, institutional giving, fundraising events and major gifts. May also supervise marketing and communications. 	<p>Experience:</p> <ul style="list-style-type: none"> • 5-7 years of fundraising experience required, with documented track record of results. • Proven successes in closing 6-figure gifts. • Track record of successfully managing \$2-4M in revenue. • 3 years of managerial experience strongly desired. • Previous experience with salesforce.com, our donor management software a plus. 	<p>Education:</p> <ul style="list-style-type: none"> • Bachelor's degree required. • Master's degree a plus.
<p>Required Skills:</p> <ul style="list-style-type: none"> • This is an executive leadership position within the Lighthouse. The successful candidate will have a leadership style that maximizes both job performance of his/her department, and the organizational commitment of his/her team. • Strong analytical skills required, with ability to define, capture, analyze data, draw conclusions, and present results and recommendations in a clear, concise manner. • Strong oral and written communication skills required. • Strong project management skills with the ability to manage multiple, competing projects and priorities a must. • Capable of resolving escalated issues arising from operations and requiring coordination with other departments. 	<p>Direct Reports:</p> <ul style="list-style-type: none"> • This position supervises 2-6 managers and individual performers. 	<p>Working Conditions:</p> <ul style="list-style-type: none"> • Typical office environment. • Up to 25% travel required.
	<p>EXTERNAL</p>	

General Summary of Duties:

The Chief Development Officer (CDO) is a highly experienced and competent resource development and marketing professional who serves in a key executive leadership role for the Georgia Lions Lighthouse Foundation (“the Lighthouse”). S/he develops and implements strategies and tactics that advance the financial health and positive public image of the Lighthouse.

Working directly with the Executive Director and the Chief Financial Officer, the CDO will lead, build, maintain and execute high performing and effective fundraising, marketing and outreach efforts. With a background in and discipline around fundraising best practices, the CDO will ensure that the Lighthouse has consistent, reliable and diversified revenue sources. S/he will serve as a liaison between all internal and external parties to ensure that effective fundraising strategies are integrated into all Lighthouse programs.

Key Responsibilities:

- Provides day-to-day leadership and direction of Development team.
- Responsible for fundraising and increasing the visibility of The Lighthouse in the community.
- Designs, implements, and manages a comprehensive proactive development plan focused on expanding and enhancing corporate, foundation and personal relationships obtaining monetary support for The Lighthouse operations and strategic planning initiatives.
- Enhance and oversee annual events as revenue generators for the Lighthouse.
- Provides oversight and direction to the grant identification process including preparation of well-developed responses to secure operating and strategic planning funding.
- Creates high quality communications including but not limited to letters, templates, PowerPoint presentations, and oral presentations.
- Identifies, cultivates, solicits and stewards relationships with corporations, foundations, and private donors. Conduct related research to determine cultural compatibility/interest and donation potential.
- Creates compelling presentations and comprehensive fundraising proposals. Monitor proposal deadlines, prepare and edit proposals, and manage proposal submissions
- Makes the “ask” for monetary gifts for the organization.
- Prepares prospect lists, work plans, and monthly achievement reports for submission to the Executive Director.
- Seeks opportunities and gives informational presentations about The Lighthouse and its programs to external organizations.
- Manages and oversees donor database, data collection and analysis, monitors/analyzes trends and reports findings which may affect management decisions and/or strategic objectives.
- Ensures that all donor records are maintained in an accurate, timely and complete manner.
- Leads coordination of volunteers for events and other fundraising opportunities with the Development team members.
- Evaluates and recommends future fundraising options.
- Is highly visible in business and community activities.
- Prepares budgets, statistical reports, proposals, board presentations, other materials as required.
- Acts as organizational representative for local community events, business clubs/associations, etc.