



**POSITION TITLE:** Chief Development Officer

**EMPLOYMENT TYPE:** Full Time, Exempt

**UNIT ORGANIZATION:** Donor Relations

**REPORTS TO:** CEO

**SALARY:** \$95,000 - \$110,000

### **PURPOSE OF POSITION:**

The Chief Development Officer (CDO) leads all business development functions integrating revenue generating activities to support the people and work across the organization. This includes overseeing the Donor Relations team and all fundraising related activities, business development for the organization's revenue generating programs, and support of grant development.

This person must possess an innovative mindset, the ability to develop actionable plans, and the expertise to guide the organization through effective implementation. This role requires an experienced, highly creative, and self-motivated leader who can compellingly communicate the organization's philanthropic value and design strategies to accelerate philanthropy while growing and diversifying the funding base.

With a proactive, problem-solving mindset, they will anticipate and address challenges as they arise. Additionally, the candidate will demonstrate a nuanced understanding of the complex dynamics between equity and philanthropy, adeptly navigating the donor-centered and community-centered fundraising continuum.

As a member of the organization's leadership team, the CDO works with the CEO and other leaders to plan, manage, and evaluate United Way's evolution as a relevant, respected, and resourced organization working to improve community conditions and outcomes.

### **KEY RESPONSIBILITIES:**

The major responsibilities of this position include, but are not limited to:

Fundraising:

- Steward and inspire donors and community leaders to contribute financial resources and innovative ideas—both through personal efforts and through leadership and coaching of the Donor Relations team.
- Create and implement a fundraising plan, including individual giving, annual fundraising, grants, corporate giving, events, major gifts, and legacy giving.
- Actively engage in the professional growth and success of the Donor Relations team.

- Further develop the team's portfolio of institutional and individual major gift prospects and donors to be guided through the giving cycle: identification, qualification, cultivation, solicitation, and stewardship.
- Collaborate with the CEO and the team to refine donor strategies and ensure the effective fostering of key donor relationships.
- Inspire donors, partners, and the community through compelling and impactful storytelling.
- Identify and develop plans to recover lapsed or reluctant donors each year.
- Leverage data to inform decision-making, develop donor segmentation strategies, and enhance predictive financial modeling in collaboration with Operations Director, Controller, and CEO.
- Plan and execute donor meetings, cultivation activities, and special events in coordination with other staff.
- Partner with the Director of Marketing and Communications to ensure consistent communication with donors and community members.
- Identify and implement strategies for donor recognition, stewardship, and appreciation to strengthen relationships and foster long-term support.

#### Business Development:

- Facilitate and/or participate in driving new business opportunities for United Way programs. Including Working Bridges and Common Good.
- Collaborate with Chief Impact Officer and program staff to develop a strategic grant funding plan, driving grant revenue to support and expand United Way's programs.

#### Organizational Leadership:

- Work with the CEO and Leadership Team in planning and managing the strategic direction and operations of the organization.
- Establish and model collaborative, inclusive behaviors that build a culture of philanthropy.
- Set and achieve fundraising goals, make connections, and cultivate relationships.
- Work with the CEO and Controller to develop and implement financial strategy by creating, approving, and implementing ambitious yet reasonable budgets.
- Monitor progress against the organization's annual and strategic plans.
- Provide regular updates and analysis on revenue sources. Provide fundraising leadership to the Board.
- Bring the resource development perspective combined with what is best for the organization as an engaged, supportive member of the leadership team.

#### **SUPERVISION:**

The CDO is responsible for the leadership and support of the Donor Relations teams including Donor Relations Managers, and Donor Operations within the department.

## **CONFIDENTIALITY/DISCRETION:**

Very high level of confidentiality and discretion needed as this position has access to sensitive business and donor information

## **MINIMUM QUALIFICATIONS:** (Requirements)

- 5+ years in philanthropy, fundraising, development, or related field is required. Education will be considered in lieu of experience.
- Demonstrated leadership and supervisory experience required. Non-profit experience preferred
- Demonstrated success in managing relationships with donors, volunteers, and community partners.
- Experience using CRMs for both tracking and research is required. Use of the Salesforce CRM is a plus.

## **WHO YOU ARE:**

- You are an entrepreneurial leader. You combine the innovative mindset of an entrepreneur with the strategic and people-focused approach of a leader. A creative visionary, you spot opportunities where others see obstacles and take calculated risks to turn bold ideas into reality.
- You are a true collaborator. You have a competitive drive to win but believe in sharing credit. You prioritize broad engagement over quick results, knowing that collaboration leads to lasting success. You're eager to learn from others, find joy in coaching, and genuinely care about the people you work with. With discipline and focus, you execute your plans through collaboration and with precision.
- You are a humble learner. You lead with quiet confidence, compassion, and humility. You do the hard work of self-reflection, asking the tough questions, and looking inward with honesty. You lean into discomfort, take responsibility, and see constructive criticism as a catalyst for growth.
- You are a master relationship builder. You are an authentic, persuasive, and charismatic communicator who excels at forging meaningful connections. Confident in any setting, you thrive in rooms full of strangers and one-on-one. You enjoy making asks and have a natural gift for inspiring others—winning hearts and minds by connecting people to a shared mission.

## **APPLICATION INSTRUCTIONS**

Applications and inquiries can be directed to [hr@unitedwaynwvt.org](mailto:hr@unitedwaynwvt.org). Please attach a copy of your resume and cover letter to your application. If you prefer to share this information in an alternative format, such as an audio or video recording, please contact our hiring team. The deadline to apply is 04/18/2025.