



JOB DESCRIPTION

**Position is based in Westchester, NY*

JOB TITLE: CHIEF DEVELOPMENT OFFICER

FLSA: Exempt

REPORTS TO: EXECUTIVE DIRECTOR

FT/PT: Full-Time

POSITION SUMMARY

ESSENTIAL JOB FUNCTIONS

Chief Development Officer

- Provide leadership and oversight of all development resources, strategies and activities. Includes creating, planning and managing successful initiatives in areas including major gifts, planned-giving, grants, annual giving, special events, communications, and stewardship.
- Provide leadership (CEO, Board of Directors, Exec Director & CFO) with consistent, timely and accurate updates.
- Assure the effective execution of all development resources for development related activities.
- Provide leadership and guidance for campaign operational strategy, management, and processes, including timelines, objectives and metrics
- Manage a portfolio of existing and prospective donors that requires a systematic approach of personal visits and outreach.
- Build the skills, knowledge, and effectiveness of the development team in areas including annual giving, major gifts, events, donor relations, community partnerships, grants, communications, and stewardship
- Develop, edit and/or review written proposals, letters and other communications for individuals, corporations, foundations, and grantors
- Provide consistent follow-up after meetings, events and other activities to secure commitments or move relationships forward
- Demonstrate a passion for the importance and urgency of furthering PV's mission
- Identify, recruit and train volunteers to participate in solicitations and other resource development activities
- Participate in the development, implementation, and monitoring of PV's annual operating budget, as well as campaign budgets, goals and timelines
- Maintain donor and financial records in accordance with GAAP and fundraising standards within Blackbaud suite of products (Raiser's Edge).
- Maintain good public relations and ensure consistent design and development of marketing materials with internal Communication / Marketing Department as well as with third party vendors for forward facing donor outreach.
- Works with the senior management and development team (Chief Executive Officer, Executive Director, Chief Financial Officer) to develop and execute a multi-million dollar, multi-year strategy and monitor progress against goals.
- Coordinate and participate in visits between the CEO and major donors and prospects;



- Perform other duties as assigned;

QUALIFICATIONS

- Bachelor's degree + 5 years' experience in Development or Non-Profit in management
- Minimum 3 years of grant proposal writing and research experience
- Excellent writing, analytical, and research skills required to craft funding proposals in a clear and compelling manner
- Strong written and verbal communication skills
- Ability to develop strategic communications content
- Ability to prioritize and handle multiple projects on an ongoing basis
- Ability to work well independently within a team environment
- Must have existing relationships with corporations, foundations and donors that can be leveraged to expand an existing robust donor base.
- Effective leadership and management skills
- Ability to be intuitive and forward thinking
- Creative problem-solving skills
- High level of organization
- Working knowledge of MS Office applications (Word, Excel, PowerPoint) Outlook/Teams as well as Keynote - Apple.

PHYSICAL DEMANDS OF THE JOB

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Making substantial movements (motions) of the wrists, hands, and/or fingers to type, write, file, perform clerical tasks, and/or operate a computer and/or mobile device.
- Speaking/talking to express or exchange ideas or provide instructions.
- Hearing with or without correction to perceive normal speaking levels.
- Must have the ability to receive detailed information through oral communication.
- Sitting at a desk frequently.
- Sedentary work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.
- Standing/remaining upright on the feet periodically.
- Walking/moving about on feet to accomplish tasks, from one part of the office to another.



- Visual acuity with or without correction to prepare and analyze data and figures, view a computer terminal, read extensively, operate office machines, and to determine the accuracy, neatness and thoroughness of the work assigned.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- While performing the duties of this position, the worker is mainly subject to an office environment and there is climate-control, not substantially exposed to adverse environmental conditions.
- This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.
-

EMPLOYEE ACKNOWLEDGEMENT

Project Veritas provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This job description is not intended to be all-inclusive. This position may be assigned to perform other duties to meet the ongoing needs of the organization.