

FIRST CALL JOB DESCRIPTION
Title: Chief Development Officer
Department: Administration
Reports to: Chief Executive Officer

POSITION SUMMARY

The Chief Development Officer reports to and works alongside the President & CEO and the Board of Directors to plan and implement a fundraising program designed to encourage financial support by individuals, corporations, public agencies, community groups and foundations. The Chief Development Officer must be energetically engaged in educating the community about First Call's mission and programs and be an active participant in conversations regarding the strategic goals and vision of the agency.

MAJOR FUNCTIONS

1. Development, implementation, and maintenance of First Call's Development Plan. Current fundraising strategies include written government and foundation proposals, individual giving, events sponsorships/underwriting, and corporate partnerships
2. Develop innovative new fundraising strategies to complement existing revenue streams, such as a more formal major giving or planned giving program
3. Cultivate and maintain relationships with funding stakeholders including foundation program officers, individuals and company representatives
4. Research and coordinate written proposals for private foundations, corporate support and public grants/contracts (federal, state and local) to support program initiatives and operating expenses
5. Proactively prospect, research and recommend new funding opportunities to CEO and Program Directors in alignment with First Call Strategic Plan priorities
6. Perform quality assurance protocols in Raiser's Edge to ensure donor data is being kept up to date and accurate
7. Work collaboratively with Grants Manager to ensure timely grant reporting and program updates
8. Provide collaborative supervision to Development team to cultivate and steward prospective/existing donors; oversee executive and planning of special events and supervise other fundraising priorities
9. Provide ongoing Board education concerning their fundraising role by participating in monthly Board meeting and annual Board Retreat
10. Chair First Call Resource Development Committees; supervises Young Professionals Board committee and all event-related committees; participates in other Board committees as warranted
11. Participate as a member of the Leadership Team by bringing pertinent agenda items and engaging in dialogue
12. Perform other related duties and responsibilities as assigned by the President & CEO
13. Some in-town and out-of-town travel may be required to complete position responsibilities

KNOWLEDGE AND CRITICAL SKILLS/EXPERTISE

1. Bachelor's degree in related field and 5-7 years' experience in nonprofit development work, preferably in social services; CFRE is a plus
2. Expertise in diverse fundraising initiatives; can demonstrate a successful track record of obtaining local foundation and governmental funding
3. Familiarity with grant writing process
4. Experience utilizing Raiser's Edge donor management software and overall comfort using technology to perform job duties
5. Previous experience supervising staff
6. Excellent writing, verbal communication, interpersonal and organizational abilities
7. Proven ability to work effectively under pressure and meet established deadlines
8. Highly collaborative style; relationship builder

9. High energy, maturity, and ability to work with professional staff, board members and the community
10. Sincere commitment to the mission of First Call

WORKING CONDITIONS

1. Working hours: 9:00 a.m. – 5:00 p.m., Monday through Friday, with 30 minute lunch and two (2) 15 minute breaks (can be taken congruently). Occasional evening/weekend work may be required.
2. First Call 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 policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training
3. First Call's Commitment to Diversity: First Call Staff and Governing Board reflect our region's diversity and understand that treatment of substance use and mental health disorders in the United States has been adversely impacted by systemic racism and stigma. First Call is committed to cultivating and preserving a culture of inclusion, mutual respect, support, and connectedness. In recruiting for its team, First Call welcomes the unique contributions that individuals can bring in terms of their education, opinions, culture, ethnicity, race, sex, gender identity and expression, nation of origin, age, languages spoken, veteran's status, religion, disability, sexual orientation and beliefs.