

# SENIORS FIRST, INC. JOB POSTING

**Position Title:** Chief Development Officer

**Work Schedule:** 40 hours/week with flexibility to work some evenings and weekends during the year

**Work Location:** 5395 LB McLeod Rd. Orlando (Hybrid work schedule allows for 2 remote days after the first 90 days).

**Immediate Supervisor:** Chief Executive Officer

**Position Status:** Full-Time Exempt

**Job Summary:** The Chief Development Officer (CDO) will lead an initiative to identify, plan, coordinate, and implement strategic fundraising activities to meet the agency's fundraising goals, while growing and diversifying its funding stream. Oversees and manages development operations while engaging staff and board in expanding revenue to support new initiatives. Fundraising activities include annual giving, major gifts, year-end giving, direct mail campaigns, planned giving, special events, grants and contracts. Responsible for the cultivation, solicitation, and stewardship of major donors and prospects. Participates in organizational strategic planning and budgeting initiatives.

## Essential Functions/Skills/Abilities:

- Establishes fundraising strategies and goals and manages all fundraising initiatives in conjunction with CEO, senior team, and development team.
- Oversees development and evaluation of all external communication strategies including direct mail campaigns, telephone solicitations, social media and website content, community foundation profile, agency collateral, etc. and to increase visibility through all channels.
- Creates, monitors, and manages short and long-range strategic plans, operational objectives, and budgets to improve the effectiveness of the Development Department toward achievement of fundraising goals.
- Organizes regular Development Team meetings to maintain effective communication and timely deliverables of fundraising activities. Develops, oversees, and maintains policies and systems that will enhance the overall effectiveness of fund-raising activities, prospect tracking, and record keeping.
- Oversees execution of both signature special events, the agency's grant strategy and contract management.
- Raises awareness of the agency and manages development and cultivation of potential donors and business partners through outreach efforts.
- Manages the solicitation and stewardship of major gift prospects, corporate underwriters, and in-kind donations.
- Develops and manages all strategies and activities for planned giving, endowments, trusts and bequest initiatives.
- Works in conjunction with the CEO to enable the Board to fulfill their fundraising responsibilities and goals through facilitated training, ongoing support and communication. Identifies, cultivates, and solicits prospects from within the Board and the community at large to develop and maintain an effective giving program.
- Fosters an understanding of philanthropy within the organization and communicates fundraising goals and progress. Creates a donor-centered organization that nurtures loyalty through relationship building, cultivation and communications. Collaborates with program staff to establish and maintain a "story bank" of client and volunteer stories.
- Initiates new fund-raising opportunities to continually increase the donor base and visibility of the organization. Ensures that Seniors First is positively presented throughout the community. Instills trust and loyalty in clients and contributors.

## Qualifications:

Bachelor's degree in Marketing, Communications, Human Services or related field. Minimum five years' experience fundraising in a nonprofit environment with oversight of all development functions including marketing/communications, special events, grants and contracts, donor cultivation and stewardship, prospect management and solicitation. Strong or working knowledge of DonorPerfect or other CRM and MS Office Suite. Must be able to learn other software programs required by the department and/or agency.

Excellent organizational skills and a strong attention to detail. Strong supervisory skills with ability to give direction and delegate responsibility. Ability to handle multiple projects with demonstrated time management skills. Demonstrated ability to work under pressure and meet deadlines.

**A valid Florida Driver's License, a clean driving record, reliable transportation, and proof of auto insurance. All applicants must be able to demonstrate the ability to pass a pre-employment drug test, driving record check and a Level 2 background screening.**

**Position Opens: June 6, 2024      Position Closes: August 6, 2024**

**DFWP/EVerify/EOE/AA/F/M/Vet/Disabled**

**SEND SALARY REQUIREMENTS WITH RESUME TO: RESUMES@SENIORSFIRSTINC.ORG**

Qualified individuals with a disability have the right to request reasonable accommodation to our paper application process. If you are unable or limited in your ability to complete the application as a result of your disability, request a reasonable accommodation by contacting, Human Resources, 407.292.0177 or [hrlevel2@seniorsfirstinc.org](mailto:hrlevel2@seniorsfirstinc.org), informing us regarding the nature of your request and providing your contact information. **Please do not direct any other general employment related questions to this email and/or phone number.** Only inquiries concerning a request for reasonable accommodation will be responded to from this e-mail address and/or phone number.