



Job Description

POSITION: Chief Development Officer

SUPERVISOR: Chief Executive Officer

POSITION STATUS: Full-time, exempt

SALARY RANGE: 13

HIPAA ACCESS: N/A

POSITION SUMMARY: Executive leadership position, strategically and operationally leading all Family Tree Gifts and Community Support departmental activities, including grants administration; individual, corporate, civic, foundation, major, and planned gifts; public relations, marketing and communications; volunteer services; donor database administration; special events; retail thrift store; and all direct fundraising campaigns. This leadership position is responsible for creating, implementing and overseeing an ambitious fund development plan to raise unrestricted and restricted funding to support the mission of Family Tree, through and with a team of professionals representing the above areas. The individual in this position also has direct responsibility for cultivation and solicitation with individual donors, including serving as the agency's major gifts officer.

QUALIFICATIONS: Experience with, or exposure to, not-for-profit development activities strongly preferred. Leadership, management and supervisory experience required. Undergraduate degree or comparable professional business development/sales/fundraising experience is preferred, as well as in-depth knowledge of Family Tree's primary service areas. Demonstrated ability to lead diverse agency functions, described above, to take the department to the next level. Ability to work independently, and to communicate and coordinate with several customers/clients, both internal and external, is required. Must be detail-oriented and possess strong ethics. Computer proficiency required, including proficiency with Microsoft Word, Excel and Outlook. Familiarity with Blackbaud Raiser's Edge, or comparable CRM software platforms, is a plus. Must be a team player with excellent customer service and interpersonal skills. Must be able to initiate tasks and projects; organize and set priorities; and coordinate multiple tasks with multiple priorities, many of which are time sensitive.

Must have a valid Colorado driver's license, automobile insurance, and acceptable motor vehicle record, or ability to travel to assignments in metro area. Must clear background checks with Colorado Bureau of Investigation (CBI) and Colorado TRAILS.

Primary work schedule is Monday through Friday, 8:30am-5pm, but this position will require, at times, non-traditional work hours, including some evenings and weekends.

PHYSICAL REQUIREMENTS: This position requires the ability to lift, carry, push, pull, or otherwise move objects. The position also requires manual dexterity sufficient to operate a computer, calculator, telephone, photocopier and other similar office equipment. Physical demands associated with the essential functions include sitting, reaching, handling, talking, hearing (ordinary conversation) and seeing. This position may require repetitive action such as typing at a computer for a significant amount of time. Must be able to operate computer, fax machine, and be comfortable filing in low cabinets. A valid driver's license, acceptable motor vehicle record and transportation

sufficient to efficiently attend community meetings, travel to various office or work locations and to run errands, is required.

RESPONSIBILITIES:

1. Support the mission of Family Tree to help people overcome child abuse, domestic violence, and homelessness to become safe, strong and self-reliant.
2. Strategically and operationally lead all Family Tree Gifts and Community Support activities, including grants administration; individual, corporate, civic, foundation, major, and planned gifts; public relations, marketing and communications; volunteer services; speakers' bureau; donor database administration; special events; all direct fundraising campaigns and retail thrift store.
 - a. Plan, design, create, implement and oversee an ambitious fund development plan to build unrestricted and restricted funding, including a strategic plan for cultivating, nurturing and developing donors, with specific and timely annual goals and objectives and tactics for achieving these, to ensure fundraising goals are met.
 - b. Provide general administrative, management and budgetary oversight for the Gifts and Community Support team and all individual departmental functions.
 - c. Provide lead problem resolution when new agency funds are required.
 - d. Create mechanisms and cultivate relationships and engagement that permit the department to actively develop revenue streams to support Family Tree programs, operations and capital needs.
 - e. Review, refine and develop, as needed, Gifts and Community Support operating procedures and ensure these are adhered to and met.
 - f. Prepare budgets of related revenues and expenses for projects, Gifts and Community Support activities and areas of emphasis; and Gifts and Community Support team as a whole.
 - g. Manage and oversee all aspects of the agency website.
 - h. Manage the grants administration department, from prospect research to submission of all grant and funding proposals related to Family Tree services, general operating and capital improvement funding requests.
 - i. Oversee and ensure timely and accurate reports to funders and monitoring agencies.
 - j. Ensure volunteer recruitment, screening, training, tracking and recognition of individual and group volunteers (to include community service workers, as appropriate).
 - k. Ensure accurate, timely and appropriate recognition of donors and funding entities.
 - l. Ensure accurate and timely recording of all gifts.
 - m. Assist Family Tree Chief Executive Officer in building support for Gifts and Community Support activities at the Board of Director and Board committee levels. Staff Board committee as appropriate.
 - n. Coordinate or assist with campaigns for capital funds as determined.
3. Design, implement, and evaluate a long term and measurable strategic plan for community and media relations for Family Tree with specific and timely annual goals and objectives and tactics for achieving these, to ensure consistent, accurate, compelling and professional brand awareness messaging, marketing and public relations to and with Family Tree supporters and the community. This includes newsletters, electronic communications, social media, annual reports, marketing campaigns, website content, etc.
4. Ensure all aspects of Family Tree's volunteer services programming are carried out.
5. Ensure all aspects of Family Tree's Treasure Trunk community thrift store's strategic and operational goals are carried out.
6. Represent Family Tree in the community in leadership roles and community committees/meetings as appropriate and required.
7. Speak and present on behalf of, and about, Family Tree (including presentations and speaking engagements on Family Tree's primary service areas) in the community as required, and represent Family Tree in a professional manner at all times.
8. Ensure progress toward, and completion of, Family Tree's strategic, annual and/or agency goals.
9. As determined jointly by Chief Development Officer and Chief Executive Officer, assume duties and responsibilities often led and carried out by CEO, to enhance on-the-job professional development

opportunities and growth.

10. Complete all administrative duties in an accurate, thorough and timely manner.
11. Adhere to all applicable laws, policies, and professional ethical standards including those governing service provision and confidentiality of information (HIPAA, Colorado Revised Statutes, Code of Federal Regulations, Federal Drug and Alcohol Confidentiality Law, Family Tree policy and protocol, etc.).
12. Adhere to all Family Tree established policies and procedures.
13. Represent Family Tree in a professional manner at all times.
14. Develop and maintain working knowledge of all Family Tree programs and services.
15. Collaborate with staff as needed and appropriate.
16. Perform other duties as assigned.

Interested applicants can send cover letter and resume to hrjobs@thefamilytree.org for more information about Family Tree please go to www.thefamilytree.org.

E.O.E. – FAMILY TREE, INC. IS AN EQUAL OPPORTUNITY EMPLOYER

Updated October 31, 2017