



Chief Development Officer Position Description

FLSA Status: Exempt

Created: 7/7/2022

Reports to: President & CEO

Primary Responsibilities:

Reporting to the President and CEO, the Chief Development Officer (CDO) is a leadership position. In partnership with the President and CEO, this position is responsible for developing activities, websites, social media, and earned/paid media. The CDO will manage the strategy and tone of all Houston SPCA brand assets and divisions

The CDO will meet and grow budget expectations by soliciting individual donors, major gifts, foundations, special events, corporate and foundation support, and planned giving. She or he will expand and diversify Houston SPCA's donor base/pipeline and work closely with other team members to secure funding for new initiatives.

Essential Functions of the Role:

- **DIRECT REPORTS:** Manages Senior Director of Leadership Giving, Special Projects, Vice President of Marketing and Communications, Senior Director of Direct Marketing, Support and partner with the President and CEO on all initiatives.
- Collaborate with the Chief Financial Officer to develop and implement financial strategies.
- Actively work with the President and CEO, and senior staff to develop and implement fundraising programs
- Identify, develop, mentor, and grow the current Development and Communications team on behalf of the Houston SPCA.
- Oversee research funding sources and trends, with foresight, to help position Houston SPCA ahead of significant funding changes or trends.
- Set goals and statistical benchmarks to ensure all areas of Development and Communications of Houston SPCA are meeting accepted KPIs.
- Provide direction for all communications efforts, both inbound and outbound, related to donors or the public through social media and info@ channels.
- Performs additional responsibilities as assigned.
- Protects all confidential information, including donors, clients, animals, and internal communications.

Knowledge, Skills, and Preferred Qualifications:

- 10+ years of leadership experience in a nonprofit organization; demonstrated success in a development function (managing and forging relationships with multiple donor sources).



- Significant experience managing combined development and communications function for organizations.
- Successful record of expanding and cultivating existing donor relationships over time.
- Excellent communication skills, both written and oral; ability to influence and engage a wide range of donors and build long-term relationships.
- Flexible and adaptable style; a leader who can positively impact both strategic and tactical fundraising initiatives.
- Ability to work independently and without close oversight. Manages as a team player who will productively engage with others at varying levels of seniority within and outside XYZ Nonprofit.
- High energy and passion for Houston SPCA's mission is essential.
- Ability to construct, articulate, and implement an annual strategic development plan.
- Strong organizational and time management skills with exceptional attention to detail.
- Excellent verbal and written communication skills.

Salary Range: \$120k - \$155k (based on experience)

To Apply: https://recruiting.myapps.paychex.com/appone/MainInfoReq.asp?R_ID=4968343

This job description is not designed to encompass all activities, duties or responsibilities that are required of the individual. Other duties than those listed herein may be assigned.
