JOB DESCRIPTION

TITLE: Chief Development and Communications Officer (CDO)
DEPARTMENT: Development
REPORTS TO: President & Chief Executive Officer
STATUS: Full-time/Exempt

GENERAL DESCRIPTION
The Chief Development and Communications Officer oversees initiatives to raise funds and strengthen the organization’s relationships with its supporters. Working closely with the President and CEO, the CDO will direct all areas of fundraising, communications and policy advocacy for DOORWAYS. This position is primarily responsible for developing programs and strategies to identify, cultivate, track and solicit prospective individual, corporate and foundation sources for gifts to fund the organization’s identified priorities. The Chief Development Officer will design and implement a comprehensive plan to secure individual, philanthropic, special event, corporate, governmental and other financial support for DOORWAYS. The CDO will supervise a communications and advocacy associate, development and events associate, database coordinator, grants manager/evaluations specialist and other contracted professionals as needed.

PRIMARY DUTIES AND RESPONSIBILITIES:

SOLICITATION AND CULTIVATION OF DONORS
- Research and identify new major gift prospects including individuals, corporations and foundations; build and maintain productive relationships with these prospects with the ultimate goal of soliciting and closing major gifts for both unrestricted and restricted funds.
- Create networks from within DOORWAYS’ existing donor base. Assist key supporters including the Board of Directors and President and CEO in their efforts to cultivate current and potential donors.
- Implement annual giving campaigns.
- Develop capital fund drives and endowment campaigns as directed by the Board and President.
- Utilize the Missouri Affordable Housing Assistance Tax Credit program as a means to motivate contributors.
- Structure, oversee and maintain database while tracking current and prospective donors. Work with development associates to assure accurate database entries and recognition of gifts.
- Put systems in place to effectively measure donor retention and ensure increased contributions.

GRANTS
- Coordinate an aggressive grants program including public and private sources. Provide strategy and direction for grant writing while working with program managers to identify funding priorities.
- Comprehend and effectively interpret for others the organization’s financial needs.

PLANNED GIVING AND ENDOWMENT
- Enhance development and implementation of the planned giving program while providing guidance for the solicitation and deployment of planned gifts.
**SPECIAL EVENTS**

- Oversee coordination, creative efforts and marketing of all special events including an annual black tie fundraiser, various smaller events as well as initiatives targeted to diversify donor base.
- Manage recruitment and utilization of volunteers for fundraising, donor recognition and cultivation events.

**COMMUNICATIONS/ PUBLIC RELATIONS**

- Develop and implement a comprehensive communication plan for DOORWAYS. Advise and counsel president and staff on media relations while serving with the president as direct contacts for media.
- Routinely update DOORWAYS’ publications and website with the assistance of staff and contract personnel. Oversee production of constituent newsletters, annual reports and social media posts.

**ADVOCACY**

- Responsible for the supervision and oversight of DOORWAYS’ advocacy program which includes directing activities associated with the Missouri AIDS Task Force (MATF).

**ORGANIZATIONAL**

- Maintain a development department budget, manage the development staff and contractors, participate in policy making for DOORWAYS and design and implement a fiscal and multiyear development and communications plan.
- Serve as principal staff liaison to the board of directors development committee and its subcommittees. Attend meetings of the board of directors, and serve as the primary resource for board members and development committee members in their effort to raise funds for the organization.

**QUALIFICATIONS:**

**EDUCATION AND EXPERIENCE:**

- Graduate degree in a relevant field is preferred; a minimum of a bachelor’s degree is required. A CFRE designation is highly desirable.
- At least eight years of progressive development experience, including a successful track record in securing major gifts. Three to five years of supervisory experience required.
- Understanding of multifaceted campaign planning and implementation.
- Strong software skills; ability to proficiently use Microsoft Office, InDesign, Adobe Photoshop as well as a donor database (SAGE).

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Superior written and verbal communication skills with experience producing successful donor communication and marketing materials.
- Well-developed interpersonal skills and confidence making donor contacts and working to bring a diverse coalition of people closer to the organization.
- Capacity to prioritize multiple activities and responsibilities. Well-organized and flexible; detail-oriented with strong follow-through and ability to meet tight deadlines.
- Ability to generate excitement and energy around the organization’s mission and activities, motivate stakeholders and encourage others to provide financial support.
- Solid presentation and public speaking skills.

**DESIRED ATTRIBUTES:**

- Personal commitment to, and understanding of the complex issues of people living with and affected by HIV/AIDS.
- Desire to work with and around individuals of various socioeconomic backgrounds.
This job description is illustrative only and is not meant to encompass all possible duties the CDO may be called upon to perform or all conditions that an employee may encounter during the course and scope of employment.

DOORWAYS provides equal employment and social service opportunity to all regardless of race, color, sex, national origin, ability or sexual orientation.