



The Chief Development Officer is a member of the Executive Team who is responsible for establishing and driving development strategy, direct solicitation of funds and stewardship of major gifts. The Chief Development Officer will work closely with the Executive Director, management team, and Board (and relevant Board committees) to establish an overall development strategy and set and achieve annual fundraising goals consistent with that strategy. The Chief Development Officer will plan, organize, and direct TCRF's development program, including the raising of funds through major gifts, annual giving, grants, endowments, and planned giving. The Chief Development Officer will provide creative and strategic vision, leadership, and overall management, as well as the coordination of the operational, budgetary, and personnel functions of the Development Department.

Compensation

\$150,000 - \$200,000 annual salary

Responsibilities:

- Report to and work closely with the Executive Director. Also work closely with staff, and governing board to facilitate and implement short and long-term strategic plans.
- Foster a culture of philanthropy and ensure that fund development is executed in keeping with the organization's values, vision, and mission.
- Participate with the Executive Director and senior management to plan the organization's fund development course and programs.
- Manage the development function efficiently, and oversee development activities in coordination with staff (staff include development and database teams).
- Consistent with the development strategic plan, establish a balanced mix of donor sources and fundraising programs to attract and retain donors and fundraising volunteers, including major gifts, annual giving, grants, endowments, and planned giving.
- Establish a formal research-based prospect and tracking process.
- Oversee all database operations as it relates to fundraising, donor identification, and gift acknowledgment.
- Establish, consistent with the development strategic plan, performance measures, monitor results, and evaluate the efficacy of the fund development program.
- Effectively interface with donors and vendors on a regular and consistent basis.
- Maintain accountability and ensure compliance with all regulations and laws, as well as the code of ethics for fundraising professionals.
- Help recruit, train, and motivate fundraising staff and volunteers.
- Keep abreast of developments in philanthropy and fund development.

Qualifications

- Bachelor's degree in a relevant field is required, and a master's degree or other advanced degree is preferred.
- CFRE certification a plus.
- 8 years minimum experience in professional fundraising, including experience with major gifts, special events, and grantmaking.
- Demonstrated experience managing a robust major gifts pipeline, with a successful track record of securing 6+ figure gifts.
- Adept at creating and implementing strategic fundraising plans.
- Prospect research knowledge and experience.
- Strong interpersonal, decision-making, and leadership skills, including ability to effectively liaise with executive-level leaders.
- Excellent verbal and written communication skills.
- Analytical thinking and ability to analyze data.
- Proficient in Microsoft Office.
- Comprehensive knowledge of industry-standard donor software (i.e., Raiser's Edge, etc.)
- Flexible problem solver with the ability to work with a variety of people and personality types.
- Self-confident, enthusiastic, and highly collaborative professional.
- Ability to work on deadline in a fast-paced environment.
- High personal energy level.

Equal Employment Opportunity

Tower Cancer Research Foundation believes that all persons are entitled to equal employment opportunity and does not discriminate against its employees or applicants because of race, color, religion, sex, sexual orientation, pregnancy, marital status, national origin, citizenship, veteran status, ancestry, age, physical or mental disability, or medical condition, or any other unlawful consideration. Equal employment opportunity will be extended to all persons in all aspects of the employer-employee relationship, including recruitment, hiring, upgrading, training, promotion, transfer, discipline, layoff, recall and termination.

To apply for this position, send cover letter and resume to Linda David, Executive Director, at davidl@towercancer.org.