

# GIRL SCOUTS OF EASTERN MASSACHUSETTS

## POSITION DESCRIPTION

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**Position Title:** Chief Development Officer

**Reports to:** Chief Executive Officer

**Position Grade:** 3

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### **Position Summary**

The Chief Development Officer provides professional expertise and support in developing goals and strategic plans to meet the council's financial goals and objectives. Develops and implements fundraising solicitation strategies to achieve the goals in keeping with established ethical standards, policies and guidelines. Manages the council's fund development unit, coordinating fundraising campaigns, and identifying potential sources of funds (including individuals, foundations, corporations, annual giving, capital campaign, planned giving and United Way and other agency supports). This position is responsible for the cultivation and stewardship of major gift donors and prospects and the design and executing of fund raising programs. The CDO is also responsible for advocacy and government relations.

As a key member of the council executive team, the CDO participates in the process of setting the organizations strategic direction and short and long-term plans, and in translating the vision and corporate goals set by the GSEM's Board of Directors into effective operational strategies and actions.

### **Key Responsibilities**

1. Participate in the process of setting the organization's strategic direction, as well as short and long-term plans, and in translating the vision and corporate goals set by the council's Board of Directors into effective operational strategies and actions.
2. Provide professional expertise and direction to the council on all aspects of fund raising to effectively facilitate achievement of council goals.
3. Establish fund development policies, procedures, plans, goals and budget to ensure that the goals for all fund raising activities are met.
4. Ensure that all council fundraising activities are carried out with established ethical standards and in compliance with local, state, federal and non-profit regulations, guidelines and laws.
5. Work closely with the marketing functional area to develop marketing strategies to promote the Girl Scout image for donor cultivation.
6. Aggressively seek new funding sources and maintain relationships with current/past donors.

7. Establish a presence in the community to increase the council's visibility as a funding source for potential and current/past donors.
8. Establish comprehensive development plan for GSEM to achieve specific improvements in fundraising activities.
9. Develop a strategy to increase foundation and grant support to identify appropriate opportunities.
10. Collaborate with council and GSUSA staff to identify untapped markets of interest and to generate ideas, programs and concepts to engage potential donors.
11. Manage the effective development and retention of high performing fund development staff and ensure they are equipped to help the council meet its fund development goals.
12. Serve as a key member of the council's executive team.
13. Provide professional, quality customer service to donors, volunteers, staff, and other community contacts.
14. Perform other duties as assigned.

### **Skills and Qualifications**

- Bachelor's degree or equivalent experience in a related field.
- CFRE preferred.
- Ten years documented experience in direct fund raising and financial management.
- Seven years management and supervisory experience.
- Experience in the development of budgets and ability to manage financial resources effectively.
- Proven results with fundraising and special events.
- Strong public relations skills and ability to develop community collaborations.
- Effectively identify, analyze and solve problems.
- Strong communications skills, orally and in writing.
- Able to work independently within established guidelines, and to meet frequent deadlines.
- Understanding and appreciation for GSEM's mission and the capability to project that mission to prospective donors.
- Good organizational skills with facility for managing many projects simultaneously.
- Ability to work collaboratively with other functional areas in furtherance of Council goals.