



Easterseals Central & Southeast Ohio, Inc.
Chief Development Officer

Job Title: Chief Development Officer
Department: Development
Supervisor: Chief Executive Officer
FLSA: Exempt, salary range \$80k - \$100k

JOB SUMMARY: The Chief Development Officer will oversee all elements of the donor cycle as Easterseals transitions from event focused fundraising to a relationship based, comprehensive strategy that includes various philanthropic methods.

ESSENTIAL JOB FUNCTIONS:

- Serve as the principal fundraising contact with staff, volunteers and donors.
- Create and implement a strategy that includes annual campaign, V.I.P. and major giving, grants, planned giving, and special events.
- Oversee special events, including event on Thanksgiving Day.
- Develop and manage annual budget of the development department.
- Observation and reporting of donor behavior through CRM management.
- Provide regular reporting of philanthropic activity to Board and CEO.
- Implement innovative development strategies leading to revenue growth.
- Develop and maintain grants program that includes researching new opportunities, writing and submitting requests and follow-up grant reporting.
- Train, manage, and evaluate development and marketing staff on an on-going basis.
- Supervision of development and marketing staff to conduct activities in accordance with AFP's Code of Ethical Principles and Standards of Professional Practice.
- Develop relationships with Board members and volunteers to increase support in fundraising activities.
- Serve as liaison between the organization and the Development Committee of the Board.
- Maintain professional memberships such as AFP and COPGC.
- Serve as a member of the Senior Management Team.
- Other responsibilities as assigned by the Chief Executive Officer.

REQUIRED EXPERIENCE:

- Bachelor's degree required, master's degree and Certified Fundraising Executive (CFRE) certification preferred.
- Five years special events planning and implementation, major gift cultivation and solicitation and management experience leading multi-faceted teams.
- Experience in recruiting and/or managing volunteers.

- Experience with strategic planning and budgeting with the ability to organize, improvise and solve problems.
- Strong relationship building and customer service orientation both internally and externally.
- Superior verbal and written communication skills, to include printed pieces, solicitation letters, web content and PowerPoint presentations.
- Displays a mutual respect and level of authenticity to culture, diversity, and inclusion.

SKILLS:

- Strong Relationship Building Aptitude – Ability to interact comfortably with persons of diverse social, economic, and ethnic backgrounds.
- A customer-service oriented attitude with attention to detail.
- Demonstrated team leadership.
- Superior written and verbal communication skills including related attributes such as tact, poise, deportment, and appropriate self-assuredness.
- Skills in program management/oversight from conception to completion.
- Ability to organize, improvise and solved problems.

JOB DEMANDS:

- May be required to lift, carry, push, or pull up to 50 pounds.
- Frequently requires sitting, standing, walking, bending, squatting, kneeling, and reaching.
- May be required to be on feet hours at a time.
- Occasional travel throughout the state of Ohio.
- Attendance/participation in training provided through Easterseals National Office.

To apply: Please send cover letter and resume to leadership@hodge-group.com to be considered. No phone calls accepted.