



YWCA Greater Lafayette

YWCA Greater Lafayette Job Description

Title: Chief Development Officer

Department: Development

FLSA Status: Exempt

Reports to: Chief Executive Officer

YWCA Greater Lafayette is dedicated to eliminating racism, empowering women, and promoting peace, justice, freedom, and dignity for all.

YWCA Greater Lafayette is an organization with a powerful nationwide mission and long-standing relationships with supporters. The work we do is meaningful and necessary, and our supporters recognize the crucial role we play in the community. We need a member of our team that will foster rapport, strengthen donor development, and continue to cultivate existing relationships and help us tell our story to those that don't know it yet. Our mission is the core of who we are, to eliminate racism and empower women. Our vision is to be the leading organization for women and their families, empowering them to meet their vital needs and succeed in life.

We are seeking a dynamic, creative visionary as our Chief Development Officer to oversee all aspects of engagement, outreach, communication functions and events. This position will ensure internal and external communications and engagement to advance our mission of YWCA Greater Lafayette through active involvement in events, donor relations, and outreach. Specialized skills required include development planning and execution, building rapport, public speaking, media relations, and grant writing.

Position Summary

Our Chief Development Officer will plan, direct and coordinate all aspects of agency revenue development and outreach including, but not limited to, cultivating relationships with supporters, directing major fundraising activities, assist with grants management, coordination of contract revenue streams and coordination of special projects for consistency and overall effectiveness.

Essential Responsibilities:

Resource Development

- Work closely with the CEO to strategically and intentionally engage both individual and institutional supporters; identify, cultivate, solicit, and steward potential and current donors.
- Increase annual retention of donors, number of donors and amount of individual gifts, including annual fund, special and major gift campaigns.
- Plan and implement a program to develop planned giving among existing supporters.
- Prepare annual development plan; including strategies, tactics and measurements to meet organizational objectives, as well as budgets to support their implementation.
- Create and implement a long-range development plan in collaboration with the Chief Executive Officer, Board, and staff.

- Collect and analyze donor activity and trends to evaluate development program effectiveness.
- Promote a culture of philanthropy throughout staff, board and volunteers, which emphasizes and supports the highest standards of professional ethics and donor stewardship.
- Ensure that all aspects of grant administration, including researching, writing, and reporting are completed in a timely manner.
- Work closely with the Leadership Team to ensure resources for all areas, including internal and external customers in a six-county area.

Outreach and Communications

- Ensure Director of Communications has accurate, clear, detailed, and complete communications, including gift recognition.
- Assist Director of Communications & Engagement to seek out and Create opportunities for promotion of YWCA programs and events.
- Oversee creation/production of all outreach efforts for the agency; website, social media, print materials, media releases.
- Oversee work of Director of Communications and Engagement to prepare annual marketing plan; including strategies, tactics, and measurements to meet organizational objectives, as well as budgets to support their implementation.
- Lead support for signature engagement events – Fundraising, Outreach and Awareness Months
- Assist with special events including program related awareness, volunteer recruitment and annual meeting.
- Ensure that all key supporter information is tracked in donor database capturing details in order to utilize for relationship building.

Administration

- Serve as a member of the Leadership Team with duties tied to long term and strategic agency promotion.
- Responsible for managing staff and contracted vendors to ensure that all department functions are completed with consistency, a level of excellence and in a timely fashion.
- Partner with and manage YWCA Greater Lafayette committees (external, outreach, events, etc.) as needed.
- Other duties as assigned to meet the organization's goals.

Knowledge and Experience:

- 7-10 years of related experience preferred; development, marketing, sales.
- Strong relationship building skills with ability to communicate in a professional manner with a wide range of people.
- Ability to exercise independent judgment and discretion when handling potentially confidential or sensitive matters.
- Strong time management skills: ability to take initiative to solve problems and work with minimum supervision.
- Strong skills in writing, planning, organizing, and evaluation of written/oral communications.

- Detail-oriented, accurate, organized, with ability to work under pressure and shift priorities in response to changing needs.
- Comfortable in handling a multitude of projects with overlapping deadlines.
- Continuously work as a team member and willingness to work with other teams, including professional work attitude/mannerisms.
- Must comply with the organization's policy of automobile insurance: must have a valid driver's license and personal automobile insurance coverage.
- Proficient in Microsoft Office including Outlook, Word, and Excel.
- Experience with utilizing a contact management software database.
- Flexibility to change work hours as needed.

Education:

- Bachelor's Degree in Business, Nonprofit Management, Philanthropic Studies, Communications, Marketing, or related major; or a combination of education and experience.

Physical/Mental Essential Requirements:

- Walking, standing, bending, stooping, reaching, moderate lifting and carrying (up to thirty (30) pounds).
- Full range of body motion including manual and finger dexterity and eye-hand coordination.
- Ability to sit at a computer workstation for extended periods of time.
- Occasional need to stand for long periods of time.
- Ability to focus on detail and accuracy of work product.
- Occasional high stress may be experienced in dealing with clients, staff and volunteers.

A criminal conviction check is required for employment in this position. The YWCA is an equal opportunity, affirmative action employer fully committed to achieving a diverse workforce.

The statements within this job description are intended to describe the general nature and level of work being performed by employees assigned to this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel in this position.

 President/CEO's Signature

 Date

 Supervisor's Signature

 Date

I have read and I understand this job description.

 Employee's Signature

 Date