



JOB TITLE: Chief Development Officer

REPORTS TO: Chief Executive Officer

SUPERVISORY RESPONSIBILITY: Yes

FLSA STATUS: Exempt – Salary

LOCATION: Knoxville, TN

The Opportunity

Big Brothers Big Sisters of East Tennessee is hiring a Chief Development Officer (CDO) to lead and cultivate the implementation of a diversified, integrated fundraising strategy for the agency. The CDO should have extensive experience with the creation and support of a robust fundraising strategy with an emphasis in individual giving, along with experience in development of innovative initiatives that drive fundraising growth, adaptability, and sustainability. The CDO will lead and manage a small, but talented and professional development team. Serving as an advisor and partner to the CEO and Leadership Team, the CDO collaborates with BBBS-ETN staff, supports the Board of Directors, and builds support within the community to further the vision of the organization.

Passion for the Mission

The CDO will embrace and embody the mission of Big Brothers Big Sisters of East Tennessee and its commitment to empowering and inspiring every young person to reach their full potential. The CDO will flourish in a fast-paced, purpose-driven environment. This leader will be energized working as a local affiliate of a national organization while continually innovating to help expand the reach of the fundraising strategy. This leadership role will be a proven communicator with a track record of securing significant financial support through individuals, grant funders, and corporate supporters.

Commitment to JEDI

It's not enough to say we are committed to justice, equity, diversity, and inclusion (JEDI). We have to work intentionally and diligently to bring about change. To empower the potential of all young people, we have to ensure all young people have the opportunity to have a strong mentoring relationship in their lives. We are actively working to promote justice, equity, diversity, and inclusion throughout our organization. This commitment extends not only to an inclusive hiring and recruitment practice, but also to the policies, processes, and procedures that our staff, families, mentors, donors, and community partners rely upon to create connections within the East Tennessee communities we serve.

Candidate Profile

The CDO will be an experienced leader in the field of development with a measurable track record of success, particularly in cultivation of and stewardship of individual giving activities. A strategic and results-oriented leader, the CDO sets and articulates a vision for the organization's current and future state of fundraising plans and approach. The CDO is a candidate that possesses strong consensus building attributes, has a passion for empowering the potential of young people, and can set a vision and execute with a hands-on, foundation-building style. This leader will treat others with respect, champion collaboration, professional development, and innovation amongst all levels of the organization. The CDO will have experience working closely with a board, President and/or CEO, staff, and other constituents. The CDO will bring experience working within a fast-paced,

non-profit environment. Federated model knowledge and experience is preferred. A deeply skilled and well-connected leader, the CDO will be a persuasive speaker, writer, and skilled listener with confidence, creativity, and sophistication to appeal to partners and donors across East Tennessee. The CDO will have a Bachelor's degree with a minimum of 5 years of measurable, proven fundraising success and experience supervising dedicated, dynamic team members.

The Chief Development Officer essential roles and responsibilities include, but are not limited to the following:

Essential Duties and Responsibilities

Fundraising Strategy

- Creates, leads, and is responsible for the implementation of a diversified, integrated fundraising strategy that includes, but not limited to: individual gifts, major and planned giving, donor-advised funds, corporate and grant/foundation giving, cause marketing, and event fundraising.
- Raises funds for BBBSETN's operating budget and restricted priorities with an emphasis on accelerating individual giving and continued growth in corporate, foundation, and major fundraising events.
- Develop, lead, and execute a comprehensive campaign aligned to BBBSETN's strategic plan and supporting revenue opportunities across our service area.
- Oversees stewardship strategy of BBBSETN gifts and guides communications and cultivation of BBBSETN donors.
- Formulates short- and long-term fundraising goals concerning the fundraising efforts of the organization.
- Discovers and stewards new and potentially lucrative revenue streams for the expansion of the organization's fundraising efforts and anticipates and responds to changing business environment
- In collaboration with the CEO, tracks revenue and fundraising trends, then uses the information to predict future opportunities for expansion efforts and avoids any downtrends in individual, corporate, or foundation gifts.
- Manage development operations and processes for donor acknowledgement, engagement, and recognition.
- Drives major gift strategy in partnership with Chief Executive Officer.
- Develops, edits, and revises written proposals, letters, and other communications for individuals, corporations, foundations, and grantors.

Strategic Leadership

- Translates organizational vision, strategy, goals, and performance targets into fundraising opportunities.
- Oversees, coordinates, and connects the work and vision of BBBSETN and BBBSA to generate increased revenue and partnership opportunities.
- Leads the development of the strategies, structure, and operating systems to achieve short- and long-term fundraising goals.
- Creates and communicates a compelling case of the BBBSETN vision and strategy to individuals, corporations, foundations, and other audiences.
- Anticipates and responds to changing business conditions with innovative and creative solutions.
- Assures resource development and marketing strategies are aligned and integrated to achieve effective and impactful outcomes.
- Provides oversight for the agency's development team and ensures growth toward strategic plan goals.
- Builds strong relationships with major BBBSETN donors.

- Utilizes technology to improve efficiency and effectiveness.
- Provides support for board meetings including creation and delivery of presentations as needed.
- Develops relationships with members of the Board of Directors and encourages them to give personally and generates funds from others.
- Leads agency Fund Development committee.
- Leads special projects as needed.

Culture

- Creates and supports a dynamic, supportive, and effective development team.
- Demonstrates a commitment to cultural diversity and inclusion that reflects BBBSETN's commitment to JEDI (justice, equity, diversity, and inclusion).
- Recruits, trains, retains, and cultivates professional development of departmental staff.
- Leads and manages resources (people and capital) that retains and cultivates positive, measurable success.
- Monitors progress against performance targets; implements countermeasures as needed.
- Key strategist and shaper of culture that embraces philanthropic partnerships.
- Provides consistent follow-up after meetings.
- Other duties as assigned.

Equal Employment Opportunity

It is the policy of Big Brothers Big Sisters of East Tennessee to provide equal employment opportunities to all candidates and all employees without regard to race; color; religion; national origin; sex (including same sex); pregnancy, childbirth, or related medical conditions; age; genetic information; disability; citizenship status; military status; veteran status; or any other category protected by law.

Americans with Disabilities Act

Employee must be able to perform all essential job functions, with or without reasonable accommodation.

Job Responsibilities

The above statements reflect the general duties, responsibilities and competencies considered necessary to perform the essential duties and responsibilities of the job and should not be considered as a detailed description of all the work requirements of the position. BBBSETN may change the specific job duties with or without prior notice based on the needs of the organization.