

Title: Chief Development Officer

Reports to: Chief Executive Officer

Summary Job Description:

Plans, coordinates and assures implementation of strategies to develop donors and contributions to support the Charlotte Community Health Clinic, Inc. (CCHC). Assures development and maintenance of appropriate systems to fund development including but not limited to volunteer and donor management, research and cultivation, gift processing and recognition. Maintains accountability and compliance standards for donors and funding sources.

Essential Responsibilities:

- Ensures that philanthropy and fund development are carried out in keeping with the CCHC's values, mission, vision and
- Evaluates the effect of internal and external forces on the CCHC and its fund development, recommends short- and long-range fund development plans and programs that support the organization's values, mission and general
- Establish performance measures, monitors results and helps the CEO and Foundation Board evaluate the effectiveness of the organization's fund development
- Ensures compliance with all relevant regulations and laws, maintains accountability standards to donors and ensures compliance with code of ethical principles and standards of professional conduct for fundraising
- Informs the CEO, CCHC Leadership Team and CCHC Boards (Health Center and Foundation) on the condition of the organization's fund development program and on all important factors influencing
- Helps Board members, CEO, other fundraising volunteers and staff identify, cultivate and solicit charitable
- Assures sound fiscal operation of development function including timely, accurate and comprehensive development of charitable contributions income and expense budgets, reporting, monitoring and
- Helps develop a balanced funding mix of donor sources and solicitation programs tailored to the needs CCHC that will enable it to attract, retain and motivate donors and fundraising volunteers.
- Designs educational programs in fund development for Board, staff and volunteers; participates as teacher and facilitator. Pursues formal and informal education for self and others.
- Identify and cultivate existing and prospective individual and corporate donors
- Develop and manage a Donor Recognition Program

- Manage the CCHC Donor Database
- Assist in the development, implementation, and management of the organization's marketing plan that cultivates community relationships and increases awareness of CCHC's values, mission, vision, and
- With the CCHC Foundation Board Chair, develops agendas for meetings so that they can fulfill their responsibilities effectively; develops an annual calendar to cover all crucial development issues in a timely

Ideal Candidate:

- Four years or more of nonprofit fund development experience
- Excellent interpersonal, communication skills including oral and public speaking
- Excellent written communication and research skills
- Marketing and financial management, values clarification,
- Knowledge and experience working with nonprofit Boards
- Organizational skills
- Computer skills; Microsoft Office and fund development software
- High energy, self-motivated, high degree of initiative and works well with a team

Job Type: Part-time