



Kindness and Care for Animals®

Boyden Executive Search Contact

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Position Summary

Reporting to the President & CEO, the Chief Development Officer oversees the organization's Development function, leading the Development team across functions including Major Gifts, Corporate and Foundation Relations, Digital and Direct Fundraising, Special Events, Gift Processing, and Development Operations. The Chief Development Officer is responsible for developing and implementing fundraising strategies that align with the organization's priorities and key initiatives.

In collaboration with the President & CEO, the Chief Development Officer will develop solid and effective working relationships across the organization, collaborating with peers on the senior management team, Board members, Advisory Council members, and key MSPCA-Angell staff, including veterinary, animal welfare, and administrative staff. The Chief Development Officer is a key ambassador and senior fundraiser for the organization, working closely with the CEO, Board members, Advisory Council members, and other major donors in the cultivation, solicitation and stewardship of significant donors.

The Chief Development Officer will demonstrate, model, and inspire the Development team to embrace and live the organizational values of Compassion, Integrity, Collaboration, Excellence, Service and Positivity in carrying out day-to-day tasks as well as interactions with others.

The position requires a broadly experienced, highly creative, innovative, and self-motivated advancement professional who can develop strategies that will accelerate the growth and diversification of donors and funding sources.

Responsibilities

Create and implement a cohesive fundraising strategy and plan:

- Develop and execute fundraising strategies that identify, cultivate, and solicit and steward gifts from individuals, corporations, and foundation donors and donors.
- Lead and manage all aspects of the fundraising program including major gifts, planned giving, digital and direct fundraising, capital campaign, corporate and foundation relations, special events, grant writing, gift processing, and development operations.
- Closely collaborate with the marketing director and team to support fundraising efforts, including collateral materials, social media content, public relations, and other communications to promote the organization's mission, programs, and services.

- Work closely with the CEO, Board of Directors, and Advisory Council to develop and maintain relationships with key stakeholders, including donors, volunteers, and community leaders.

Team management and mentorship:

- Recruit, train, and manage a high-performing Development team that is fully aligned with the organization's mission, values, strategic priorities, and fundraising goals.
- Provide leadership, guidance, and mentorship to Development staff to build their professional skills and their capacity to achieve fundraising goals.
- Foster a culture of collaboration, innovation, and continuous learning within the Development team and across the organization.
- Develop and implement performance metrics and evaluation tools and reports to manage and monitor the team's performance versus fundraising targets and other organizational goals.

Build a donor-centric strategy:

- Develop and implement a donor-centric fundraising approach that builds strong relationships with donors, emphasizes the organization's mission and impact, and encourages donor engagement and investment.
- Develop and maintain donor recognition and stewardship programs that celebrate and acknowledge donors' contributions to the organization.
- Ensure the timely and accurate acknowledgement of all gifts and donations and the proper stewardship of donor relationships.
- Oversee the maintenance of a donor database and keep donor-related data updated and relevant for accurate outreach and connections to donors.
- Collaborate with the CEO, the Board of Directors, and Advisory Council members to maintain and develop a robust prospect pipeline to support the organization's annual and longer-term fundraising goals.

Major donor cultivation and engagement:

- Develop and implement strategies for identifying and cultivating major gift prospects, including individuals, corporations, foundations and planned gifts, to expand the organization's donor base.
- Develop and maintain relationships with major gift donors through personalized engagement and stewardship activities, such as one-on-one meetings, cultivation events, and recognition programs.
- Work closely with the CEO, Board of Directors, and Advisory Council members to develop tailored proposals and gift agreements that align with donors' interests and the organization's key funding priorities.
- Develop and manage systems for tracking, managing, and reporting on major gift fundraising activities, progress, and success.

Senior leadership team participation:

- Serve as a key member of the senior leadership team, working collaboratively with the CEO and other senior leaders to develop and implement the organization's strategic plan and vision.
- Work with the senior leadership team to lead the annual planning and budgeting process for the organization; lead and integrate work within the Development team to meet organizational targets and goals.
- Provide regular updates to the CEO, Board of Directors, and Advisory Council on fundraising progress and priorities; make recommendations for course corrections as needed.
- Represent the organization in public forums and develop and maintain relationships with external stakeholders, including donors, community leaders, and peer organizations to advance the organization's mission and goals.

Education, Experience, and Qualifications

- A bachelor's degree.
- A minimum of 8 years of development and fundraising experience in the non-profit sector.
- At least 3 years of experience in a leadership position.
- A demonstrated passion for the organization's mission and fundraising, with a deep understanding of and commitment to the values and principles of the non-profit sector.
- Proven experience leading fundraising from a variety of sources, including individuals, corporations, foundations and planned gifts.
- Strong communication and interpersonal skills, with prior experience in public speaking and external relations, and the ability to represent the organization to a variety of stakeholders including donors, volunteers, staff, and partner organizations.
- Prior experience creating multi-year fundraising plans and capital campaigns and building consensus among stakeholders to achieve fundraising goals.
- Demonstrated success in staff management and mentorship, with a commitment to creating a positive and inclusive work culture that fosters professional growth and development.
- Excellent organizational skills, with the ability to manage multiple campaigns, priorities, and deadlines while maintaining a high level of attention to detail and accuracy.

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

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About Boyden

Founded in 1946, Boyden global executive search was the first firm to focus entirely on retained executive search. Others would soon follow, using many of the basic tenets and principles that Sidney Boyden put in place: maintaining a strict code of ethics and standards; establishing a global presence; creating uniform processes; and working with highly experienced business partners. These aspects of Sidney Boyden's vision are still in use today.

Boyden continues to be a leader in the executive search industry. Through the ever-expanding use of cutting-edge technology, while always adhering to strict ethical standards, we remain true to our rich heritage as the founders of retained executive search. We cover the globe with over 70 offices in more than 40 countries, led by resident professionals adept at working in a global economy. We are poised to help our clients find the people who will lead them today and into the future. In addition to retained executive search, Boyden works with clients seeking advice regarding their Boards. We also assist clients with interim management and leadership assessment.

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