



Bonnie Brae

Small Victories. Every Day.

Boyden Executive Search Contact

Lisa Vuona | 508.320.6445 | lvuona@boyden.com

Lindsey Gale | 614.824.7616 | lgale@boyden.com

Position Summary

Bonnie Brae is seeking a visionary Chief Development Officer (CDO) to play a pivotal role in transforming philanthropy into a vibrant, sustainable revenue stream. With the recent establishment of a dedicated foundation and an ambitious strategic plan in development, this is a moment of unparalleled opportunity to help shape the future of Bonnie Brae. Join us during this dynamic time to drive innovation, expand our impact, and help bring life-changing programs to those who need them most.

The Chief Development Officer (CDO) shall be a highly skilled development professional with impeccable ethics and a proven track record of success. In collaboration with the executive leadership team, the CDO will cultivate and promote a culture of philanthropy throughout the organization. A key aspect of the CDO role will be the ability to actively engage with the community, personally cultivating and soliciting a portfolio of major gift prospects. The CDO will also work closely with the board, leadership, and volunteers, empowering them to contribute their greatest value to the organization's fundraising efforts.

The CDO will ensure review of the current systems for fund development at Bonnie Brae including: events, annual giving, specific campaigns, gift processing and recognition, donor engagement, research/database management, website, social media and marketing. Once these areas are validated and organized, the CDO will spend the majority of their time with current and potential funders.

The Chief Development Officer should have proven experience managing a portfolio of donors and prospects, coupled with a track record of successfully raising significant funds on an annual basis.

Major Responsibilities

- Collaborate with the CEO, Foundation Board members, and Board of Trustees to align development efforts with organizational priorities.
- Design and lead the organization's comprehensive fundraising and development strategy, setting clear short- and long-term fundraising goals that align with these priorities and develop implementation objectives to achieve them.
- Work with the leadership team to effectively communicate the organization's mission, vision, values, and strategic direction to internal and external audiences.
- Provide overall leadership responsibility for the Foundation, Development Department, and community relations activities focused on philanthropy.
- Lead and manage the day-to-day operations of the development team.

- Develop and implement strategies to achieve the foundation’s mission and goal of supporting the organization’s needs and advancing strategic growth into new program areas.
- Work with the CEO and Foundation Board to identify and recruit new Foundation Board Members.
- In coordination with the investment manager, executive leadership and the operation and foundation board finance committees, oversee the foundation’s investment funds to assure their continued growth and performance vs. benchmarks.
- Design and implement a metrics-driven, cost-effective development program that includes: corporate and individual major gifts, event fundraising, sponsorships and monthly/annual giving.
- Partner with the CEO and Foundation Board on long-term and multiyear fund-raising strategies; capital campaigns, planned giving, and endowments.
- Provide administrative oversight for donor cultivation, grant management, and relationships with corporate, family foundations, and government entities.
- Identify prospective donors to special project funds and supporters of ongoing operations through analysis of donor records, individual, foundation, and corporate contacts, and community knowledge.
- Collaborates with the CEO and CFO to align fundraising with budgetary needs. Ensure accountability and transparency in the use of funds raised.
- Oversee the development-related marketing and communication efforts including; website, social media and public relations/marketing materials to increase community awareness and enhance the organization’s image and promote philanthropic support.

Qualifications and Preferences

- Minimum of eight years of proven experience in nonprofit fundraising.
- Minimum of five years of experience developing and leading development department staff.
- Experience in leading a development program raising seven figures or more annually.
- Track record of personally identifying, cultivating, and soliciting major gifts.
- Flexible and enthusiastic regarding change; persistent in overcoming obstacles to change.
- A demonstrated understanding of and appreciation for Bonnie Brae’s mission.
- Creative, innovative and able to devise new approaches to philanthropy.
- Experienced in collaborating with leadership teams, non-profit boards, volunteers, and community stakeholders.
- Bachelor’s degree required, master’s degree and/or CFRE preferred.
- Experience leading a foundation preferred.

Boyden Contacts**Lisa Vuona**

Managing Partner, Boston

lvuona@boyden.com

M +1 508.320.6445

**Lindsey Gale**

Executive Search Consultant

lgale@boyden.com

M. 614.824.7616

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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