
St. John's Program for Real Change – Chief Development Officer

Job Summary – Chief Development Officer:

The Chief Development Officer serves as senior strategic and visionary leader responsible for developing Saint John's Program for Real Change community engagement strategy and all aspects of fundraising.

Essential Functions:

Design and Lead Development Strategy

- Develop and implement fundraising plans for the organization with the CEO (Chief Executive Officer), Board of Directors, and development team.
- Collaborate with the CFO in creating a Development Department budget with realistic assessments of projected revenue and expenses in alignment with the organization's budget and programmatic needs.
- Establish performance measures to monitor results and evaluate effectiveness of fundraising efforts, reporting regularly on progress toward fundraising goals.
- Lead the Development Department staff and manage interdepartmental/cross-functional coordination and communication between Development, Finance, and Program teams.
- Identify and implement strategies that support program and administrative staff members' role in donor engagement and stewardship.
- Support the Board of Directors' related committees and provide leadership in pursuit of private fundraising.
- Participate as a member of the Senior Leadership Team in the planning and strategic decision-making process for the agency; lead departmental staff meetings.

Relationship Management and Donor Stewardship

- Work in close partnership with the CEO, members of the Board of Directors, and volunteers to identify and cultivate prospective donors to the organization.
- Identify, qualify, cultivate, solicit, and steward a portfolio of new major gift donors.
- Prepare written development—and/or oversee the development of—materials, including briefing memos to support the CEO's engagement with donors, appeal letters, and other donor communications; and select funding proposals/applications and reports.
- Conduct monthly engagement actions with donors and prospects, including in-person visits and tours, events, calls, direct ask meetings through a community centered approach.
- Supervise all development staff to meet development goals.
- Increase the overall giving of existing donors, with heavy emphasis on stewarding current donors into greater affinity and higher levels of support.
- Oversee stewardship efforts to ensure that donors are well-informed, acknowledged, and appreciated in meaningful and timely ways.
- Strengthen the planned giving program including prospect identification, cultivation events, and recognition activities.

Essential Functions (Cont.):

Effective Development Team Leadership and Operations

- Build and provide inspirational leadership for a best-in-class performing development team with a high level of trust, professionalism, and dedication.
- Oversee management of all Development Department activities including major gifts, annual individual and corporate giving, foundation and philanthropic grant writing, special events, marketing and communications, legacy giving and endowment building.
- Develop and manage Development Department budgets to achieve and exceed annual fundraising targets, ensuring the highest return on fundraising cost investments.
- Select, evaluate, and support the continuous learning and professional development of Development staff; manage consultants as needed.
- Oversee reconciliation of development records in collaboration with the financial management team.
- Oversee donor data and integrity.

Special Events Oversight

- Lead and manage event strategy, budget, and supervise event-related staff or committees responsible for planning and executing all fundraising events.
- Review and approve event marketing materials to ensure alignment with the mission, vision, values, brand standards, and sponsorship recognition commitments.
- Pursue opportunities for 3rd party fundraising and passive income generation.

Communications and Public Affairs

- Oversee the communications strategy and supervise the communication partners and related staff.
- Oversee constituent-focused external communications, ensuring the CEO, donors, volunteers, clients, community partners, and staff are informed on timely topics to assure a consistent and engaging message to the public on behalf of the Center.
- Participate in internal and external philanthropic and community events as a representative of Saint John's Program for Real Change.

Community Engagement and Volunteer Management

- Oversee staff and partners for continued development of a high-level volunteer program, which supports operations, creating ongoing sources of volunteer leadership and community involvement.
- Ensure volunteer program growth and Saint John's Circle in coordination with programs and services to fulfill organizational need and achieve strategic goals.
- Oversee a robust volunteer stewardship program that improves retention and encourages progressively deeper involvement with the organization.

Requirements:

- Commitment to the mission and vision of Saint John's Program for Real Change
- Education: Bachelor's degree is required; Advanced degree and/or Certificate in Fundraising Management a plus. Any combination of experience, education, and training that would provide the equivalent knowledge and abilities may be considered as a substitute for formal education.
- Computer/Office Equipment Skills: Must have superior proficiency working with Microsoft Office Suite and Zoom. Proficiency in Raiser's Edge, Salesforce, or similar donor management and database software is strongly preferred.
- Language Skills: Fluency in English is required.

- Work Schedule: This position is primarily in-person. Flexibility is required to participate in regular evening and weekend events, meetings, and travel, as necessary.
- Must have reliable automobile transportation with a valid driver's license and proof of insurance. This position requires travel throughout the greater Sacramento Region.
- Physical Demands: The person in this position may be required to sit or stand for extended periods, move objects up to 50 pounds, ascend/descend stairs, operate office equipment, open and close filing cabinets and boxes, observe visitors, and communicate messages and tone by telephone.
- Offer of employment may be contingent on satisfactory results of a criminal history background check and drug test.
- Employees must be legally permitted to work in the United States.
- Saint John's Program for Real Change is a drug free workplace; employees may be subject to a drug test.

Qualifications and Experience:

- Extensive development experience with a measurable track record of success in generating and implementing a comprehensive fundraising strategy and growing an organization's development capacity.
- At least 5 years of senior level development experience and progressively responsible team leadership in a 501(c)3 nonprofit as a development officer and/or development-related position.
- Demonstrated expertise and success in a range of fundraising channels with particular focus on major gifts (\$25,000+), individuals, corporate and foundation giving, and data-driven fundraising.
- Proven attention to detail, organization, and timely follow-through.
- Experience developing and managing budgets with a high level of precision.
- Excellent verbal, written, interpersonal, and presentation communication skills.
- Demonstrated ability to write and edit persuasive materials including successful proposals, stewardship materials, and other collateral.
- Ability to professionally interact with a variety of constituencies and key stakeholders.
- Experience in effectively coaching and mentoring junior staff, empowering volunteers in leadership roles, and working independently and as part of a highly collaborative team.
- Certified Fund-Raising Executive (CFRE) credential is a plus.

Work Hours:

Full-time, flexible hours. Some weekday evenings, weekends, and travel required. This is an exempt role with a heavy emphasis on relationship building. The Senior Director should be prepared for a schedule that includes being a visible presence at community and networking events and being available for evening meetings and presentations, and weekend events as needed.

Benefits:

- 403b matching
 - Dental insurance
 - Employee assistance program
 - Flexible schedule
 - Health insurance
 - Life insurance
 - Paid time off
 - Vision insurance
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Saint John's Program for Real Change has partnered with Boyden Executive Search. For more information about this opportunity or to submit a cover letter and resume, please email:

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