

CRISIS MINISTRIES  
**Chief Development Officer**

The Chief Development Officer is a newly created position that reports directly to the CEO, serves as a key member of the executive team, works closely with the Board of Directors and represent Crisis Ministries throughout the community. The CDO will work closely with the CEO and Board of Directors to cultivate and increase funding from individuals, corporations, foundations and direct marketing. The CDO is responsible for all development-related matters, creating and implementing an innovative and effective development plan. The CDO provides inspiration and clear direction to the development team and ensures that the team works well together and development efforts are effectively executed.

**Summary:**

The ideal CDO candidate will be a driven individual with a passion for fundraising and volunteer cultivation and a sophisticated knowledge of philanthropy. He or she will have a track record of success in annual gift fundraising, major gift fundraising, marketing and business development, excellent written and verbal communication skills and experience managing a small team to achieve aggressive goals. The CDO must be exceptionally polished, professional and articulate with a high level of comfort interfacing with the Board of Directors, corporate executives, government officials, high net worth individuals and community leaders.

As a member of the Senior Management Team, the CDO helps set the direction and ensures the health of the organization. Crisis Ministries' CDO should demonstrate skills as a competent fundraising technician and an excellent organizational development specialist.

**SPECIFIC REQUIREMENTS:**

1. Bachelor's degree, advance degree preferred.
2. Minimum of seven years of demonstrated progressive experience in fundraising and fund development
3. Proven expertise in annual fund development and management.
4. Experience managing a small team to achieve aggressive results.

**SPECIFIC DUTIES:**

1. Diversify the organization's revenue streams, including developing and executing new strategies to attract a broader spectrum of support from individuals, corporations, foundations and the public sector.
  - Direct all aspects of the organization's fundraising activities, including major donor cultivation, annual fund, corporate and foundation giving and public sector fundraising requests.
  - Develop a plan to better leverage and capitalize upon established volunteer relationships.
  - Further develop and manage an Annual Giving Program to include social media, online giving, publications and personal solicitation.

2. Conduct community relations, media relations and public messaging about Crisis Ministries in the greater community.
  - Coordinate communications and marketing strategies with the goal of expanding the community of supporters and increasing funding across all revenue streams.
  - Execute direct mail activities, e-philanthropy and social media communications.
3. Work with members of the Senior Management Team to meet organizational goals.
  - Participate actively as a member of the Senior Management Team.
  - Coordinate with the CFO on long-term revenue goals and expected revenue.
  - Support and coordinate the activities of the CEO, Board of Directors and other volunteers in their development efforts.
  - Provide guidance and support to the Director of Major Giving and Campaigns to ensure the success of Crisis Ministries' Capital Campaign to secure approximately \$6 million for the construction of a new facility.
4. Oversee the day-to-day work of the Development Department to include fundraising and volunteer management.
  - Provide direct supervision for all members of the Development Team to ensure individual and organizational goals are met.
  - Design or upgrade and implement departmental systems and protocols, including database, volunteer scheduling, donor acknowledgement and tracking, pledge invoicing and more.
  - Identify meaningful avenues of volunteer involvement, growth and development.

**DIRECT REPORTS:** Director of Major Giving and Campaigns  
Grants Manager  
Volunteer Coordinator

**IMMEDIATE SUPERVISOR:** Chief Executive Officer

**HOW TO APPLY:**

An application package consisting of a cover letter detailing how your experience matches this position, resume, salary history and three employment references should be sent to: [careers@charlestonhomeless.org](mailto:careers@charlestonhomeless.org). PDF format is preferred.

To ensure a fair, objective process, applicants are strongly discouraged from contacting current or past Board Members or other key volunteers or employees of Crisis Ministries. Individuals who have previously responded to a similar posting through Knowledge Capital Group need not re-apply.