

# Chief Development Officer

## Organization

nourish.NJ, a non-profit organization located in Morris County NJ, that creates lasting solutions to the problems of hunger, homelessness and poverty by offering food, housing, employment and health services, 365 days a year, free of charge. For more information see [nourishnj.org](http://nourishnj.org)

## Job Summary

nourish.NJ is seeking a dynamic, inspirational and accomplished leader to serve as our Chief Development Officer. This position reports to the Chief Executive Officer and is charged with enhancing our development activities to support significant geographic and programmatic growth, while fostering a culture of philanthropy within the organization. This position assures that our development practices align with our core values and advance our commitment to Diversity, Equity and Inclusion in our organization and communities.

## Nature and Scope of Position

### ***Designs and assures implementation of successful fund development programs.***

- Assures proper planning including goal setting, strategy identification, benchmarking, and evaluation to support fund development, including DEI goals and benchmarks.
- Assures sound fiscal operation of development function including timely, accurate and comprehensive development of charitable contributions income and expense budgets, reporting, monitoring and implementation.
- Combines development resources in such a way as to maximize quantity and quality to obtain a set of results. Assures appropriate market testing to reduce risk and assure success.
- Helps board members, chief executive, other fundraising volunteers and staff identify, cultivate and solicit charitable gifts.
- Solicits contributions on behalf of the organization.
- Assures development and writing of foundation, corporate and government proposals and solicitation materials.
- Assures design and maintenance of donor and prospect records, gift management systems, and informational reports.
- Assures appropriate prospect research.
- Assures design and implementation of cultivation, acknowledgment and recognition programs.

***Provides general oversight of all the organization's fund development activities; manages the day-to-day operations of the development function; develops, motivates and evaluates human resources; and monitors adequacy of activities through coordination with staff, appropriate committees, and governing body.***

- 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 executives.
- Ensures establishment of and compliance with the organization's own fund development and philanthropic principles, policies, procedures, values and equity statement.
- Assures stability by creating a working environment that is welcoming, rewarding and motivating to all staff and volunteers.
- Appropriately represents the institution, its board and Chief Executive Officer to donors, prospects, regulators, development committee(s) and fundraising volunteers.
- Fosters a smoothly operating development function through creative problem solving and timely and effective resolution of disruptions.
- Designs educational programs in fund development for staff and volunteers; participates as teacher and facilitator. Pursues formal and informal education for self and others.

***Participates with the chief executive officer, staff and governing body to define the organization's mission and direction.***

- Ensures that philanthropy and fund development are carried out in keeping with the organization's values, mission, vision, equity statement and strategic goals.
- Evaluates the effect of internal and external forces on the organization and its fund development, recommends short- and long-range fund development plans and programs that support the organization's values, mission and general objectives.
- Establishes performance measures, monitors results and helps the CEO, Development Committee and Board evaluate the effectiveness of the organization's fund development program.

### **Performance Expectations**

As a member of the senior management team, this is a high-visibility position that helps set the direction and ensures the health of the institution. The role is expected to meet the following expectations:

- Be an experienced fundraising professional with excellent organizational skills.
- Possess an understanding of, and a personal commitment to the work, values and equity commitment of the organization.
- Meet fund raising goals set by the organization.
- Translate broad goals into achievable steps. Plan and meet deadlines.

- Make independent and effective decisions regarding management and Development issues.
- Establish strong and appropriate relationships with CEO, staff, governing board, volunteers, donors and the general community.
- Maintain a flexible work schedule to meet the demands of the organization and role.
- Demonstrate initiative and work as a team player.
- Adhere to the highest ethical standards in management, governance, and fund development.
- Convey a professional and positive image and attitude regarding the organization and the not-for-profit sector.
- Demonstrate commitment to continued professional growth and development.

### **Qualifications**

The role requires an undergraduate degree. An advanced degree in a relevant field is a plus. The position requires demonstrated experience in managing and implementing a comprehensive fund development program and producing an expected level of contributions. The individual is expected to be a highly competent enabler of volunteers and staff.

Knowledge and experience in the following areas is required: the nature and dimensions of philanthropy, ethics, motivations for giving and volunteering, research and cultivation practices, standard fundraising techniques including face-to-face solicitation, proposal writing, special events, and direct mail, and, development office functions including gift processing, prospect and donor histories, and fundraising reporting. The individual is also expected to have demonstrated experience and confidence in asking people to contribute time and money. Familiarity with computer systems is necessary.

Comprehensive management skills and experience are required including, but not limited to, short and long-term planning, evaluation, directing and motivating staff, oral and written communication skills, marketing and financial management, values clarification, organizational behavior and development, and governance.

The amount of knowledge required would typically be acquired in a bachelor's degree and a minimum of 8-10 years fundraising experience in a professional position.

Applicants are asked to forward a cover letter and resume to:

Terry Connolly, CEO  
terry@nourishnj.org