

Position Title	Chief Development Officer
Reports to	President + CEO
Position Location	Columbus, Ohio



THE ORGANIZATION

Community Shelter Board (CSB) is an award-winning non-profit organization leading a community effort to make sure everyone has a place to call home in Columbus and Franklin County, Ohio. As the system leader for the prevention and response to homelessness in central Ohio, CSB collaborates with service provider organizations in Franklin County, creating a responsive network to ensure an effective and readied use of community resources for people experiencing homelessness. A national model with a 30-year track record of innovation and accountability, the CSB network includes 16 partners delivering an array of services including homelessness prevention, shelter, street outreach, rapid re-housing, and permanent supportive housing. Over the past 10 years, CSB's system of care has housed more than 35,000 men, women, and children facing homelessness. In addition to being named a Wonderful Workplace For Young Professionals, our pandemic response was recognized with a Smart50 Award from Smart Business News in 2020.

With new leadership at the helm, Shannon TL Isom, President + CEO envisions a future brimming with fresh opportunities, charting a course for the community in an ever-evolving landscape. CSB has a strong determination to pioneer innovative solutions and is committed to ensuring an optimized homelessness response systems of care that,

- Is aligned to local housing market realities and opportunities.
- Diverts people facing homelessness to safe and stable housing.
- Quickly engages and provides an equitable, suitable intervention for each household.
- Has short lengths of stay in programs.
- Has high rates of leaving programs for permanent housing.
- Uses data to achieve continuous, equitable improvement.

The Opportunity. Community Shelter Board is looking for a Chief Development Officer (CDO) to join its dynamic executive team. The CDO will lead the planning, implementation, and oversight of all fundraising activities, ensuring alignment with CSB's mission and goals. This role encompasses securing philanthropic resources, cultivating private sector relationships, and strategically driving support towards enhancing mission sustainability and organizational growth, fostering financial health and stability.

Reporting Relationships. The Chief Development Officer reports directly to President + CEO Shannon TL Isom and is a key member of CSB's Executive Team. The CDO provides direct leadership to the Relationship and Revenue team, which comprises the Relationship Officer, Relationship Coordinator, Development Operations Manager, Development Associate, and Grant Writer. In addition, the CDO, along with other Chiefs, serves as a media backup to the President + CEO, as well as the Chief Communication and Brand Officer.

Location. The Chief Development Officer position is based in Columbus, Ohio. The incumbent should anticipate working primarily in-person to fulfill the responsibilities of the role.

Responsibilities/What you will do:

The ideal candidate for this Chief Development Officer position is a seasoned professional with a proven track record in philanthropy and/or business development. They should possess a wealth of experience in successfully securing philanthropic resources, cultivating strong relationships within the private sector, and strategically driving support towards advancing the organization's mission, ensuring both financial stability and organizational growth.

- Direct the major gift development strategy of the agency in collaboration with the President + CEO. This includes working with the President + CEO, Staff, and Board to facilitate short and long-term strategic plans.
- Collaborate with the team to develop and manage the development budget, track fundraising revenue and expenses, and ensure financial accountability and transparency in fundraising activities.
- Serve as the relationship manager for the top 15-20 investors and oversee grants management for private grants.
- Assist with Board relations as it relates to fundraising engagement, in partnership with the President + CEO, with Board members who represent major corporate investors.
- Maintain accountability and ensure compliance with all regulations and laws, as well as the code of ethics for fundraising professionals.
- Manage the operations development function efficiently and oversee development activities in coordination with staff.
- Establish performance measures, monitor results, and evaluate the efficacy of the fund development programs.
- Ensure alignment of all communications with current messaging standards. Skillfully crafts correspondence, supporting materials, and various written communications essential for donor development and solicitation efforts, maintaining consistency and effectiveness in conveying the organization's mission and goals.
- Work closely with the communications team to promote the organization's mission, programs, and impact to the public and key stakeholders. This may involve developing marketing materials, managing media relations, and leveraging social media and digital platforms to raise awareness and support.

- Proactively establish and nurture relationships with community leaders, business professionals, government officials, and individuals to cultivate both prospective and existing donors, fostering strong partnerships essential for advancing the organization's mission and fundraising objectives.
- Oversee the grant review process, including working with staff to identify grant opportunities, prepare grant proposals, and manage the grant application process.

Qualifications - Our ideal candidate:

- Excels at leading change and being a driving force for advancing and improving organizational models, and business practices, and processes.
- Possesses excellent verbal and written communication skills.
- Experienced in modern business practices related to major gift fundraising, prospecting, campaign management, and donor relations.
- Is an influencer adept at working in a growing, dynamic organization where navigating change and competing priorities is common.
- High emotional intelligence and ability to forge and maintain healthy relationships.
- Extensive experience in coaching and developing talent, building strong teams, and nurturing a positive work culture.
- Embodies an entrepreneurial spirit, demonstrates creativity, initiative, and resourcefulness in driving innovative fundraising strategies and initiatives.
- Exhibits unwavering integrity and reliability in all endeavors, serving as a trusted steward of donor relationships and organizational values.

Required Competencies - to succeed in this role:

- Consistently upholds a set of core values and beliefs, demonstrating integrity and alignment with organizational principles, regardless of circumstances. Leads by example, embodying the values they advocate. Establishes meaningful connections with individuals across diverse backgrounds, both within and outside the organization, fostering rapport through diplomacy and tactful communication. Communicates a compelling and inspired vision or sense of core purpose, is optimistic, makes the vision shareable by everyone
- Strategic orientation with the practical skills to effectively execute. This includes effectively establishing objectives and goals, accurately assessing the scope and complexity of tasks and projects. Evaluates performance against predetermined goals to gauge progress and success
- Displays effectiveness in navigating both internal and external realms of the organization, adeptly handling both routine and sensitive matters. Demonstrates agility by adjusting tactics as needed when faced with challenges or shifts in circumstances.
- Proficiently communicates in various settings and styles, conveying messages clearly and succinctly to achieve desired outcomes.

Experience

- Bachelor's Degree
- ≥10 years of career progression in fundraising, sales, and or philanthropy.
- Nonprofit experience preferred, but not required.
- Fundraising Certification(s) preferred.
- Proficient in Microsoft Office applications and adept at navigating donor database systems.

Compensation & Benefits

This full time position offers a competitive base salary and benefits package.

How to apply

Please submit your resume to our partners at Amplify Partners, LLC

June Stewart, Principle & Chief Talent Officer

amplifypartners@gmail.com