



The Rescue Mission is seeking to hire a full time Chief Development Officer (CDO). This position will report to the Chief of Staff (COS) and will be responsible for developing short and long-term growth strategies for the organization; identifying and addressing development issues; evaluating internal operating procedures within the organization that support development. This position will cultivate donors – individually and through the development team, oversee the development, marketing, events and the public relations efforts.

Job Duties and responsibilities

- Oversee and manage individual, corporate and foundation solicitation, as well as training staff and volunteers to ask for support in the community.
- Administer the graphics team to generate the materials needed for the solicitations, events, and campaigns.
- Publish regular updates on major events and success of the organization.
- Plan and oversee fundraising events to make sure all donor needs are met, and fundraising goals are achieved; provide regular, up-to-date and accurate information to CEO and Executive Team as well as attend Executive Team meetings on a regular basis
- Gain community support of the organization by promoting the Mission's interest and benefits to donors; planning, organizing, evaluating, and leading the fundraising efforts as well as special events, campaigns, and grant writing efforts of the Rescue Mission.
- Cultivate and maintain relationships with major donors by responding to their inquiries, keeping them apprised of recent events with the organization and showing them the progress their donations have made possible.
- Achieve financial objectives by preparing the annual budget for development, community relations, volunteer, holiday program and resource sharing
- Keep the Chief Executive Officer(CEO) and Executive team (ET) informed by Communicating results of fundraising efforts, bringing awareness of community related opportunities and preparing written reports, remaining accessible and attending meetings.
- Solicit donations from large corporate donors.
- Raise awareness of the organization and its primary goals through outreach efforts, regular events in the community, publications, and media relations
- Maintain professional and technical knowledge by participating in local AFP chapter and other educational workshops and encouraging appropriate team education.
- Review and discuss professional publications with solicitation team of Development

Education Requirements

- Bachelor's degree required and a Master's Degree preferred
- Preference for a minimum of 7-10 years of senior development experience.
- Demonstrated experience in managing and implementing a successful, comprehensive fund development program and preparing an annual development work plan and calendar to achieve goals.
- Knowledge of planned giving and experience with online fundraising preferred
- Experience with fund raising and development of revenues through social enterprise
- Hands-on experience with one or more donor databases/software, such as Donor Perfect, etc.), as well as Microsoft Office suite and QuickBooks

Additional Requirements

- Public speaking
- Passion for the mission and vision of the organization Leadership
- Interpersonal communication
- Commitment to total quality
- NYS Driver's License