

## Chief Development Officer– Job Description

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**JOB TITLE:** Chief Development Officer  
**REPORTS TO:** CEO  
**SUPERVISES:** Development Managers and Donor Care Coordinator

### SUMMARY

Reporting to the Chief Executive Officer (CEO), the Chief Development Officer (CDO) serves as a key leadership team member and an active participant in making strategic decisions affecting the Foundation. In partnership with the CEO, this position is responsible for all fundraising and development activities. The successful candidate will help forge new relationships to build Make-A-Wish Foundation of Hawaii's visibility, impact and financial resources. The CDO also will design and implement a comprehensive plan for developing key external alliances by cultivating, soliciting and stewarding philanthropic support from individuals, corporations and foundations.

The CDO will have primary responsibility for establishing and implementing the infrastructure needed to grow our budget through major gifts, grants, special events, corporate and foundation support. S/he will expand and diversify the Foundation's donor base/pipeline and work closely with other team members to secure funding for new initiatives.

In addition, the CDO will work closely with the Board of Directors and support board members as they take on a more active fundraising role.

### PRIMARY RELATIONSHIPS

The position reports to the CEO and serves as a member of the senior management team. This position participates with Board of Directors, CEO and other management staff in charting the direction of the Foundation, assuring its accountability to all constituencies and ensuring its effective operation.

Within the Foundation, the position has primary working relationships with the CEO and senior management team. The CDO directly supervises the development team.

### PRIMARY RESPONSIBILITIES

- Support and partner with the CEO and board members on all major fundraising initiatives
- Collaborate with the CEO, Director of Finance and Development Committee to develop and implement Foundation’s financial strategy
- Actively work with the CEO, Development Staff and senior staff to develop and implement a comprehensive development strategy to include corporate, foundation, state agency grants, etc.
- Have primary responsibility for development and execution of all proposals.
- Oversee and research funding sources and trends, with foresight, to help position the Foundation ahead of major funding changes or trends.
- Develop and implement a stewardship program aimed at cultivating deeper ties with donors.
- Monitor and report regularly on the progress of the development program.
- Train, develop, lead and mentor the development team.

### QUALIFICATIONS

- 10+ years of professional experience in a nonprofit organization; demonstrated success in a development function (managing and forging relationships with multiple donor sources).
- Tangible experience of having expanded and cultivated existing donor relationships over time.
- Excellent communication skills, both written and oral; ability to influence and engage a wide range of donors and build long-term relationships.
- Strong organizational, leadership and mentoring skills.
- Flexible and adaptable style; a leader who can positively impact both strategic and tactical fundraising initiatives.
- Ability to work both independently without close oversight, but also a team player who will productively engage with others at varying levels of seniority within and outside of the Foundation.
- Knowledge of donor database management – preferably a detailed knowledge of Raiser’s Edge software.
- Bachelor’s degree required, Master’s preferred. CFRE designation a plus.
- High energy and passion for Make-A-Wish mission is essential.
- Ability to construct, articulate, and implement annual strategic development plan.
- Strong organizational and time management skills with exceptional attention to detail.
- Customer focus; donor centric vision.
- A professional and resourceful style; takes initiative, and is able to manage multiple tasks and projects at a time.

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### HOW TO APPLY

Send resume and cover letter to Trini Kaopuiki Clark at [tkclark@hawaii.wish.org](mailto:tkclark@hawaii.wish.org).

### MAKE-A-WISH FOUNDATION OF HAWAII

Founded in 1982, The Make-A-Wish Foundation of Hawaii is a 501 (c)(3) non-profit organization. Our mission is to grant the wishes of children with life-threatening medical conditions to enrich the human experience with hope, strength and joy. Fulfilling a child's wish provides a joyful and meaningful experience that benefits both the child and the family. The chapter's website, [www.hawaii.wish.org](http://www.hawaii.wish.org) and national website [www.wish.org](http://www.wish.org) provide additional information and detail.