



Position: Chief Development Officer (REMOTE, IMMEDIATE HIRE)

Location: Virtual

Category: Full-time

Field: Non-profit; mission-driven organization

Reports to: Executive Director

Competitive Salary (Commensurate with experience)

(Only candidates who meet the required criteria will be considered.)

This is an exciting opportunity for an experienced mid-career Chief Development Officer (CDO) to apply his/her drive, creativity and energy in a high-performing virtual work environment that rewards initiative, entrepreneurialism and imagination. The Chief Development Officer position is a new role, reflecting a milestone in the evolution of the Cholangiocarcinoma Foundation (CCF) as it builds and sustains its financial base.

In the 12 years since its founding, CCF has become the primary international source for patient information about cholangiocarcinoma and is a leading force in galvanizing the scientific and clinical communities through the quest for a cure. CCF has experienced extraordinary growth in annual revenues and number of donors over the past three years, with revenue rising from \$838,000 in FY16 to \$1,400,000 in FY18 and the number of donors tripling during the same period.

The CDO will have opportunities to substantially enhance and sustain the Foundation's revenue stream through systemically working to convert CCF's growing impact and community footprint. The Chief Development Officer will collaborate with the Cholangiocarcinoma Foundation President, Board of Directors and Executive Director to create a fund development plan to support the organization's strategic direction.

The Chief Development Officer's primary duties will include managing cultivation, solicitation, and stewardship for a portfolio of both existing and new programs focused on:

- Major gifts
- Corporate
- Government
- Public/private foundations

This role will administer all areas related to grants management and board development. As the CDO of an international organization, the successful candidate will be expected to undertake significant travel.

RESPONSIBILITIES

Overall Charge

- Build and lead a sophisticated development operation with a view toward readying the Foundation for a major campaign to fund significant program expansion in patient services, basic science and clinical research in a sustainable manner over the next 5-7 years

Fund Development

- Partner with the President, Executive Director and Board of Directors to create and execute an annual development plan
- Implement the development plan against specific Key Performance Indicators, outlining the fiscal year's goals and strategies
- Attain significant annual growth in the short-term and diversify the funding base towards long-term sustainability
- Monitor, evaluate and document development activities to ensure return on investment.



Major Gifts Program

- Develop and activate a plan to identify, qualify, cultivate, and solicit major donors
- Conduct in-person solicitation and stewardship meetings with donors and prospects
- Successfully secure major gifts and develop long-term relationships
- Develop and implement a planned giving program
- Manage the process to acknowledge gifts, track and research prospects

Annual Fund

- Systematically manage the Foundation's 8,500+ active donors with a goal of increasing retention, quality, and quantity of donor communications, year-over-year
- Develop a program of multi-year giving and fundraising at various levels
- Develop a multi-year plan to expand the annual fund
- Make staffing recommendations to build and lead a state-of-the-art development operation

Grants Management

- Research grant funding opportunities and develop new relationships with potential funders
- Oversee and manage all aspects of grant funding systems, processes and procedures from LOI, grant writing, to reporting

Board Development

- Work with Board leadership to identify and recruit prospective board members with the goal of developing the CCF Board of Directors into a high-functioning philanthropic and governance body
- Develop the board's capacity to become effective peer-to-peer solicitors

Stewardship

- Develop a comprehensive plan to identify, establish, and steward relationships with key stakeholders
- Communicate the Foundation's compelling mission, program philosophy, and values by representing the organization at public events and meetings

Other Requirements

- THIS IS A VIRTUAL POSITION. MUST HAVE THE ABILITY TO TRAVEL EXTENSIVELY.
- Master's degree from accredited university
- Minimum of 7+ years of development and grant writing experience
- Knowledge of and experience with planned giving
- Established track record of proactively growing philanthropic revenue from diverse constituencies
- Demonstrated success in grant writing within business, foundations and government sectors
- Strong project leadership and project management skills, including budget and management of timelines, planning and organizational skills
- Knowledge of the principles and practices of nonprofit organizations required
- Creative thinking, entrepreneurial spirit
- Other duties as assigned
- Background check

All qualified candidates will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, veteran status, or any other characteristic protected by law.