



JOB TITLE: Chief Development Officer
REPORTS TO: Chief Executive Officer
HOURS: Full time, varied to meet the needs of the agency
FLSA STATUS: Exempt

PROGRAM DESCRIPTION AND JOB SUMMARY

The Primavera Foundation provides pathways out of poverty through safe, affordable housing, workforce development, and neighborhood revitalization. The agency's ability to fulfill its mission is greatly supported by a diverse line of resource development strategies and programs, including fundraising, community outreach, marketing, grant-funded programs (private and public, foundation and government), donations of goods, services, and volunteer staffing. The Chief Development Officer (CDO) is the senior leader that directs these functions, establishes and maintains relationships with donors and organizations in the community, and is the face of Primavera in the Tucson community for events, marketing, and donor relationships on behalf of the agency. The CDO advises and provides senior-level staff support to the Chief Executive Officer (CEO) and the Board of Directors on all development-related matters. The successful candidate will be outgoing, persuasive, articulate, and socially-poised, with productive and meaningful strategic vision. A positive, motivating, and venturesome leader, this individual will develop and implement strategies that promote long-term sustainable growth, creating/expanding/deepening the agency's relationships with its donors and community partners, while demonstrating the highest level of business acumen and organizational involvement/knowledge. The CDO is a warm and enthusiastic communicator/public speaker, an accomplished and thoughtful leader, an excellent writer, a savvy relationship-builder, and a strategic thinker who possesses a history of successful organizational vision and substantive results.

DUTIES AND RESPONSIBILITIES (Work assignments may vary depending on the agency's needs and will be communicated to the applicant or incumbent by the Chief Executive Officer):

- Develop and implement a proactive, effective, and successful annual fundraising plan with specific goals, outcomes, and accomplishments.
- Develop and implement strategies to educate, mobilize, and substantially increase support from all sectors of the community, including private donations, corporate partnerships, and government entities.
- Coordinate an annual giving program to support agency goals.
- Direct and manage the identification, education, cultivation, solicitation, and attainment of major individual, corporate, government, and foundation prospects.
- Direct the solicitation/increase of major private gifts to support all Primavera capital and program goals.
- Develop strategic planning of new resource development projects and initiatives for presentation to/consideration by CEO.

- Ensure purposeful, timely, focused donor stewardship and portfolio management efforts, in collaboration with Chief Executive Officer (CEO) and Board of Directors.
- Oversee the development/submission of high-quality, thorough, and successful grant proposals/renewals.
- Plan, direct, lead, and manage successful agency fundraising and outreach events/activities.
- Lead development/marketing-related community outreach efforts, including public speaking, networking, development/maintenance of business partnerships/relationships, community event attendance/participation, etc.
- Provide leadership for and evaluation of the Development team staff, including the Grant Writer, Project Manager, Marketing Coordinator, Donations Coordinator, and Volunteer Coordinator. Ensure a healthy team environment that empowers staff, encourages growth and development of team members, fosters collaboration, demonstrates excellence, meets goals and achieves business results.
- Oversee development, production, and distribution of purposeful, high-quality written materials, including direct mail appeals, Primavera's annual report, *Springboard* quarterly newsletter, marketing materials, donor communication messaging, and other Primavera publications – to include content creation, editing/proofreading, and routing/storage of materials.
- Plan and oversee on-going, strategic updates and enhancements to the Primavera web site.
- Oversee the maintenance and enhancements of the donor/supporter database, as well as integration with other agency systems.
- Serve as the liaison and senior support staff for specialized fundraising campaigns and initiatives.
- Oversee the coordination and execution of targeted development and outreach efforts including the development of public relations and media strategies, as well as social media marketing/outreach.
- Adhere to and demonstrate Primavera's guiding principles of integrity, respect, accountability, compassion, and leadership.
- Other duties as assigned by leadership

KNOWLEDGE, SKILLS, AND ABILITIES

- Ability to work successfully in a complex and fluid environment demanding self-reliance combined with team spirit, outstanding judgment, people skills, a well-honed sense of urgency, and attention to detail.
- Excellent organizational, administrative and project management skills; a decisive, "roll-up-the sleeves," results-oriented individual who is able to keep diverse projects moving forward within a consistently strategic framework.
- Ability to manage and move forward on several priorities simultaneously. This includes being highly adaptable in switching priorities as required, without losing momentum.
- Ability to think strategically and make appropriate senior management-level decisions.
- Demonstrated skill in providing effective leadership, including motivation and empowerment of staff, productive problem-solving, conflict management, performance management, and creation/maintenance of a positive organizational culture and productive work environment.
- Outstanding verbal, written, and public speaking communication skills.
- Proficiency with office software programs, including Microsoft Outlook, Word, Excel, PowerPoint, donor database programs, and other business software applications
- Excellent time management skills and outstanding detail-orientation.
- High level of creativity, flexibility, and strategic focus.
- Demonstrated ability to prepare thorough, well-written materials, reports, funding proposals, and public information documents.
- Demonstrated ability to establish and maintain excellent, productive relationships with business and community partners, donors, other funders, senior leaders, subordinates, and other staff.

- In addition to regular work schedule, ability and willingness to attend evening and/or weekend events as needed.
- Ability and willingness to travel to meetings within the community and to occasional development-related conferences/offerings at out of town locations.

MINIMUM QUALIFICATIONS

- Bachelor's degree from an accredited college or university, in non-profit management, marketing, business management, communication, or other related field
- A minimum of five years of successful fundraising experience, including special events, major gift solicitation, foundation and government grant funded programs, appeals campaigns, and donor stewardship
- Minimum three years of supervisory experience with demonstrated leadership ability
- Must have reliable transportation, valid driver's license, proof of insurance, and clean driving record

PREFERRED QUALIFICATIONS

- A minimum of eight years of successful fundraising experience, in the following areas: special events, major gift solicitation, foundation and government grant funded programs, appeals campaigns, and donor stewardship
- Minimum five years of supervisory experience with demonstrated leadership ability
- A proven track record of securing private/corporate/government targets of at least \$3,000,000-\$4,000,000 annually
- Proficiency with donor database systems oversight/integration
- Active membership in Association of Fundraising Professionals
- Certified Fundraising Professional (CFRE)

PHYSICAL ENVIRONMENT/CONDITIONS

- Indoor business office environment with moderate office noise levels
- Attendance at outdoor agency and community events throughout the year
- Frequent travel by car between Primavera offices/programs, to meetings with donors, stakeholders and business partners, and to and from community events

(This job description is intended to indicate the basic nature of the position and examples of typical duties that may be assigned. It does not imply that all positions within the job description perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned. Successful candidates will be able to perform the essential functions of the position, with or without reasonable accommodations.)

The Primavera Foundation is committed to a discrimination-free workplace and to providing equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, creed, religion, gender, sexual orientation, national origin, age, pregnancy, mental or physical challenging condition, marital status, amnesty, political affiliation, status as a covered veteran, or other protected characteristic in accordance with applicable federal, state, and local laws.

To apply for this position, please submit a cover letter and resume to jobs@primavera.org.