



POSITION DESCRIPTION

TITLE: Chief Development Officer

DEPARTMENT: Development

SUPERVISOR: President; and Chief Operating Officer, Chief of Staff

POSITION SUMMARY

The Chief Development Officer (CDO) is a dynamic, strategic leader who will shape and drive an ambitious fundraising strategy, securing transformational gifts and diversifying revenue streams to ensure long-term financial sustainability. As a key member of the executive team, the CDO will cultivate and steward high-impact relationships with individual donors, foundations, and corporate partners, while leading a team of development professionals to implement innovative fundraising initiatives that support and expand NBCC's \$5 million plus annual budget.

The CDO will champion NBCC's mission and vision, leveraging their expertise to align funding efforts with the organization's bold goals for advocacy, research, and systemic change in breast cancer outcomes. This role demands a strategist with a passion for mission-driven fundraising, a track record of securing major gifts, and the leadership acumen to inspire a high-performing development team. The ideal candidate will be a forward-thinking, results-oriented professional who understands c3 and c4 fundraising and is eager to play a pivotal role in advancing NBCC's lifesaving work.

ESSENTIAL DUTIES & RESPONSIBILITIES

The Chief Development Officer will be responsible for:

- Maintaining a working knowledge of the issues related to breast cancer and of the political, legislative, regulatory, and economic framework relevant to NBCC's work.
- Developing and implementing strategic, comprehensive, and best-practice fundraising plans to leverage new and long-term support in support of NBCC's programs, research, and policy priorities.
- Overseeing and participating in the identification, cultivation, and solicitation of new major donors as appropriate.
- Leading the development team in the expansion of NBCC's prospect pipeline of individuals, corporations, and foundations through ongoing strategic research, cultivation, and stewardship activities.

- Supervising donor database maintenance, gift processing, acknowledgments, and receipts, and ensuring adherence to fundraising accounting best practices and IRS regulations.
- Supervising the expansion and implementation of cause marketing partnerships.
- In partnership with the President, cultivating, communicating with, and further developing and engaging Board Members to ultimately increase their connection and commitment to NBCC.
- In partnership with the President, identifying and cultivating potential new c3 Board Members as well as preparing Board reports.
- Leading the expansion and implementation of NBCC's planned giving program.
- Managing a high-performing team of development professionals.
- Working closely with NBCC's finance team on annual income projections for budgeting, and expense management.

SUPERVISORY RESPONSIBILITIES

This position will build a growing team and supervise all development staff.

QUALIFICATIONS & REQUIREMENTS

The successful candidate will be a dynamic fundraiser and communicator with a creative and accomplished track record of 10+ years of progressive experience leading effective, sustainable advancement programs encompassing the full range of external relations strategies and tactics.

Other requirements include:

- Bachelor's Degree required.
- Commitment to NBCC's mission, vision, and values, and its catalytic, evidence-based approach to ending breast cancer.
- Strategic understanding of various development campaign activities including direct mail, proposal and grant development, annual fund and planned giving, event planning, and management, direct solicitations, cause-related marketing, leveraging fundraising databases and support systems for donor segmentation, research, and volunteer management.
- A record of success in raising money by creating and/or expanding a culture of major gift philanthropy.
- Leadership experience and proven ability to think strategically and create competitive, breakthrough philanthropic approaches.
- Exceptional communication skills, both written and verbal, and the ability to use words to inspire in multiple formats.
- Technologically savvy about social media, e-philanthropy, and other tech-driven approaches to fundraising.

- Experience recruiting and managing staff and creating inclusive and cohesive teams; strong interpersonal skills and a collaborative working style.
- Understanding of fundraising strategies for 501(c)(3) and 501(c)(4) organizations.
- Experience with development databases preferred.
- Travel: Ability to work evenings and weekends when required.

SALARY RANGE: \$150,000-\$175,000

HOW TO APPLY

Email letter of interest with resume to jobs@stopbreastcancer.org with “Chief Development Officer” in the subject line. No calls please.

NOTE: This is a full-time hybrid position located in Washington, DC. At present, NBCC staff work remotely Mondays, Thursdays, and Fridays, and are expected to be present in the DC office on Tuesdays and Wednesdays.

NATIONAL BREAST CANCER COALITION VACCINATION POLICY Throughout the COVID-19 pandemic, the National Breast Cancer Coalition (“NBCC”) has prioritized employee safety and wellbeing as well as the safety of our family members and communities. NBCC requires that all Employees be fully vaccinated and boosted against COVID-19.