



## **POSITION DESCRIPTION**

**TITLE:** Chief Development Officer

**DEPARTMENT:** Development

**SUPERVISOR:** Chief Operating Officer, Chief of Staff/President

### **POSITION SUMMARY**

Support the continuing growth of NBCC by providing leadership in securing resources to maximize support for NBCC's operations and mission. The primary objectives of the Chief Development Officer position are to secure transformational gifts and expand philanthropic revenue streams. This position will oversee a team of development staff.

### **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 supervises 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; Master's Degree preferred.
- 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.
- Experience in 501(c)(3) and 501(c)(4) organizations a plus.
- Experience with development databases preferred.
- Travel: Ability to work evenings and weekends when required.

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

**HOW TO APPLY:** Email a cover letter with resume and salary requirements to [jobs@stopbreastcancer.org](mailto:jobs@stopbreastcancer.org) with "Chief Development Officer" in the subject line. No calls, please. NBCC is an equal-opportunity employer that welcomes applications from all.

**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 well-being as well as the safety of our family members and communities. NBCC requires that all Employees be fully vaccinated and boosted against COVID-19.