



## Job Description: Chief Development Officer

**Reports to: Chief Executive Director**

**Full Time**

**Location: San Diego, onsite**

**Salary Range: \$125-160k base annually**

### **The Organization**

The Challenged Athletes Foundation® (CAF) is a world leader in helping individuals with physical challenges get involved – and stay involved – in sports and fitness. CAF believes that participation in sports at any level increases self-esteem, encourages independence, and enhances quality of life. Since 1994, more than \$134 million has been raised and over 35,000 funding requests from challenged athletes in all 50 states and dozens of countries have been satisfied. Additionally, CAF's outreach efforts impact another 60,000 individuals each year. The CAF is headquartered in San Diego with regional offices in New York City, San Francisco and Boise, Idaho. This is a full-time, exempt position based out of the San Diego office.

### **Position Overview**

We are looking for a passionate, entrepreneurial leader to take ownership of our annual funding goal. Working in partnership with the Chief Executive Director, the CDO will have oversight of all revenue generating teams at CAF including Development, Business Development and Events. In addition, they will be directly tasked with growing and managing Development efforts for the Southern California region. They will conceive, plan and implement CAF's national major gift program with strategies for individual major and legacy gifts to support the work of CAF. The CDO will assist with strategic planning to focus on new revenue streams from segmented prospects in industry, sports verticals, and strategic CAF regions with a defined income goal. Finally, they will oversee the financial performance of signature events sponsorship, global partner activation and key partner event beneficiaries all to grow revenue to support CAF's mission to provide opportunities and support to people with physical challenges, so they can pursue active lifestyles through physical fitness and competitive athletics.

### **Essential Duties and Responsibilities**

#### **Development**

##### *Leadership*

- Direct supervision of the Northeast and Northern California Development staff.
- With Development staff, conceive, plan, and implement a major gifts program for CAF that ensures an achievable strategy and timeline in support of the organization's campaigns/programs, planned giving, and other giving programs.
- With the Chief Executive Director, create and manage budgets, track, and report on progress to goal, including contacts, gifts, pledges and planned gifts.
- Lead the creation and justification of CAF's cases for support, integrating our organization's current funding needs and opportunities, CAF data, relevant industry statistics and societal influences.
- Work with Development staff on organization wide stewardship program, wealth screening and preparing profiles of current and prospective donors; establish and refine benchmarks for department research processes.
- Coordinate major gifts plans and solicitations with CAF's ongoing campaigns and event activities.

- Lead the effort to create gift-related policies and procedures and ensure ethical compliance, as defined by the Association for Fundraising Professionals.

#### *Individual Contributions*

- Qualify and manage an active portfolio of approximately 125 donors and prospects, including individuals and family foundations; manage CAF's Southern California and Idaho prospect lists as well as key donors outside of regions.
  - Create and implement personalized cultivation/stewardship plans and gift requests for each donor within portfolio, based on their philanthropic focus and maximizing their giving to CAF.
- Actively engage in all aspects of the gift cycle:
  - Initiate contacts with potential leadership and major gift donors
  - Develop appropriate cultivation strategies for each donor
    - Move potential donors in an appropriate and timely fashion toward solicitation and closure
    - Make solicitations when appropriate
    - Design and implement donor recognition strategies and events
    - Maintain stewardship contacts with donors
- Engage with CAF's System Administrator to maximize donor records for quality, accuracy, and screening for prospects.
- Support the fundraising efforts of high-level volunteers, including members of the Board of Directors and senior staff in securing new and renewed gifts.
- Set and meet fundraising objectives, evaluating results and developing corrective strategies as needed.

#### **Business Development**

- Supervise the Manager of Business Development in meeting or exceeding annual revenue budget by ensuring growth in strategic regions with partnership, partner fundraising events, developing, and supporting CAF Board members and key stakeholder relationships.
- Lead the strategy, budget, and operational plans for CAF Business Development revenue focusing on Pro Sports Teams, Athletes, Foundations and Agencies, in regions including SoCal, NorCal, Northeast and Idaho.
- Supervise the Associate Director of Strategy & Impacts' work on the identification, cultivation, and maintenance of grant funding opportunities such as Grant Funders, Family Foundations, and Corporate Giving

#### **Events**

- Supervise the Director of Special Events in their execution of all signature events for donors and fundraisers to support CAF including (San Diego Triathlon Challenge - SDTC, Cycling events, Galas, Mountain Games and all other events around CAF's Community Challenge) and any other stewardship or fundraising events that are added to CAF's roster.

*A willingness to travel and be available for work in the evenings or weekends related to events or site visits is required.*

#### **Experience**

- Minimum of 7 years professional experience in revenue generating positions preferably in development, nonprofit fundraising, and business development
- Bachelor's degree preferred
- Demonstrated ability to initiate major gift fundraising strategies, including individualized cultivation, solicitation and recognition strategies resulting in gifts of \$50,000 or more.
- Demonstrated results in designing, pitching and closing major business development opportunities or philanthropic gifts.

- Knowledge of fundraising concepts and techniques, including gift planning and procedures, as well as current trends in charitable giving, particularly in the areas major gifts and legacy gifts.
- Successful experience in building and maintaining long-term relationships with fundraising constituents, including donors.
- Successful experience in managing and tracking multiple prospects and donors.
- Demonstrated ability to work collaboratively with teams, cross functionally with Board members and volunteers.
- Ability to present and persuasively convey the mission of CAF to diverse groups including donors, prospects, corporate executives, board members and others who are important to the organization's overall prosperity.
- Direct experience building and managing in-person & remote teams to achieve revenue targets.
- Ability to interact with physically challenged persons and be an advocate of disabled athletics.

### **Skills & Competencies**

- A strong commitment to the CAF mission to the objectives, goals, and programs of the organization.
- Adept, confident and proven in multi-tasking, entrepreneurial non-profit or business environment.
- Solid understanding of the sales cycle and/or fundraising strategies, systems, and processes.
- Exceptionally strong internal communicator, with strategic thinking, analytical skills and attention to detail.
- Ability to manage projects, establish and monitor priorities, maintain flexibility and meet deadlines with little direct supervision in a fast-paced environment.
- Proficiency with CRM databases (preferably Salesforce) as a central tool to development tracking and efficiency.
- Proficiency with software tools including Microsoft office programs and ability to create presentations/packages for donor solicitations.
- Ability to use constituent engagement software to achieve desired results.

### **Compensation**

CAF offers a competitive compensation package including generous employer contributions to Health/Dental/Visions insurance, employer paid Basic Life and Long-Term Disability Insurance, 401k match, 10 paid holidays, onsite gym, and more!

All applicants are required to provide:

1. Salary requirements when submitting
2. Cover Letter
3. Resume to [HR@challengedathletes.org](mailto:HR@challengedathletes.org)

Diversity and inclusion are a critical component of our business strategy, mission and vision. We welcome candidates from an array of backgrounds and experiences to join our team. Learn more about our commitment here: <https://www.challengedathletes.org/diversity-and-inclusion-policy/>

CAF is an equal opportunity employer (EOE) and does not discriminate against any employee or applicant for employment on the basis of race, color, religion, gender, sex, gender identity, sexual orientation, national or ethnic origin, age, disability, marital status, amnesty, or veteran status.