Position: Chief Development Officer
Reports to: CEO
Department: Development
Hours: Full Time, Exempt
Position Objective: Steer a comprehensive annual fundraising strategy for NCJW|LA to ensure a sustainable funding model for the agency.
Job Location: Hybrid/Los Angeles, CA
Salary Range: $135,000 - 155,000

About NCJW|LA

NCJW|LA is committed to advancing economic justice for women and their families. We embrace diversity and equal opportunity and are committed to building a team that represents a variety of backgrounds, perspectives, and skills. The more inclusive we are, the better our work will be. We are looking for highly passionate and dedicated people to help support our mission. Job applicants of all backgrounds without bias regarding race, ethnicity, religion, age, gender identity, sexuality or national origin are encouraged to apply.

General Duties and Responsibilities

The Chief Development Officer is an experienced fundraiser and strategic communicator who will oversee all agency fundraising with a focus on transformative gifts from individual donors and institutions. In partnership with the CEO, the CDO will set annual and multi-year goals, develop and implement plans to achieve those goals, and forge new relationships to build NCJW|LA’s visibility and financial resources.

The CDO will work closely with the CEO to determine the staffing needs of the development and communication departments, recommend responsible use of resources, and direct staff and volunteer leadership to ensure the success of the agency’s fundraising and messaging strategies.

Essential Duties and Responsibilities

Serve as a member of the leadership team
• Actively participate in leadership meetings and contribute to strategic discussions related to programs, program evaluation, social enterprise, finance, HR, and admin.
• Provide timely reports to the CEO, CFO, and Board of Directors that track progress toward annual fundraising goals.
• Liaise with the Board of Directors Marketing & Development committee.
• Represent NCJW|LA in various community events and forums.
• Work closely with the CPO to ensure grant commitments and monthly progress on KPIs are in sync with funder expectations.
• Establish personnel accountabilities for your team and evaluate performance, assure stability of the team by contributing to a rewarding working environment.

Help secure the short-term and long-range sustainability of the agency
• Design and execute an annual fundraising strategy that includes but is not limited to individual giving, planned giving, special events, grants, and an annual campaign, in partnership with the CEO and CPO.
● Support the CEO to build the capacity of NCJW|LA’s Board of Directors to identify, cultivate, and steward donors.
● Oversee annual event(s) to increase profitability and/or make recommendations for changes and improvements.
● Collaborate with Retail and Donations Procurement Specialist to nurture cross-over donor opportunities.
● Collaborate with the CFO to oversee the agency’s budget planning and financial strategy; monitor and report regularly on the progress of the development program.
● Provide leadership and support for government and foundation grant applications, including timely submission of proposals and reports, relationship development, and regularly connecting with grant-funded programs to ensure compliance as well as to collect stories and impact data.

Institute best practices and systems
● Nurture a culture of philanthropy throughout NCJW|LA and ensure that team members and volunteer leadership across the organization participate in and support fundraising initiatives and goals.
● Remain current with funding sources and trends at the local and national level to help position NCJW|LA ahead of major funding changes.
● Analyze the effectiveness of fundraising efforts to meet organizational goals and report out results to the board and leadership.
● Oversee best practices in data management with a strong focus on development systems and policies to be used across the organization.

Contribute to strategic marketing and communications
● Guide the development of the Case for Support and the creation of template language for funding solicitations.
● Support the development of clear and consistent brand and communications that articulate our program design, impact measures, and differentiation in the sector.
● Provide input to website, newsletters, annual impact reports, and social media messages as they relate to fundraising campaigns and goals.
● Ensure marketing efforts throughout the organization clearly and effectively reflect the organization’s fundraising campaigns and initiatives.

Key Qualifications & Skills
● Passionate commitment to economic justice and equity for women.
● 7+ years fund development experience with progressive responsibility.
● Proven success in designing and managing a variety of fundraising campaigns, including six-figure investments.
● Proven ability to cultivate existing donors and initiate new prospects.
● Understanding of Los Angeles funding landscape and demonstrated history of securing institutional funding.
● Strong leadership skills with ability to inspire board members, donors, and volunteers.
● Ability to prioritize multiple tasks and meet deadlines.
● Team player with exceptional interpersonal skills.
● Excellent verbal and written communication skills.
● Ability to work cooperatively with diverse groups of people.
● Detail-oriented with ability to think quickly and use sound judgment.