



POSITION DESCRIPTION: Chief Development Officer (CDO)

REPORTS TO: Chief Executive Officer (CEO)

DIRECT REPORTS: Donor and Community Relations Manager, Event and Communications Manager and Grants Specialist

Organization Overview

Founded in 1985, Queen of Peace Center is a \$10+ million-dollar nonprofit organization serving St. Louis women, children, and families. We are focused exclusively on family-centered behavioral healthcare. Our unique model addresses the full continuum of needs for those impacted by substance use disorders, co-occurring disorders, and trauma. Our programs provide treatment, prevention, education, and housing – including ensuring food, medicine, and basic needs are met throughout recovery journeys.

One of eight federated agencies of Catholic Charities of St. Louis, Queen of Peace Center is a separate 501(c)(3) non-profit organization and has its own Board of Directors. We are licensed by Missouri Department of Mental Health and accredited by the Council on Accreditation.

Position Description

The Chief Development Officer (CDO) is responsible for achieving Queen of Peace Center's (QOPC) fundraising, social media and marketing goals. He/she has direct responsibility for raising funds through major gifts, annual giving (online giving, mid-level donors, appeals, etc.), corporate/foundation support, planned giving, and special events. The CDO also oversees marketing, branding, public relations, advertising, social media, and other communication initiatives.

In this role, he/she works closely with the QOPC Senior Leadership Team, the Board of Directors, a host of trusted volunteers, and various Board committees, including the Development Committee, to build and implement a successful development strategy. The CDO will be forward thinking and in tune with evolving fundraising techniques.

Core Functions

- Working with the Board, Development Committee, and staff leadership, meet and exceed fundraising targets. Report fundraising results compared to budget to the CEO and to the Board throughout the year.
- Provide direction and oversight to the annual fund, including Case for Funding, Annual Fund and Master Calendar, budget oversight, creation and production of communications, and other efforts that support annual revenue production.
- Working with the QOPC Senior Leadership Team, identify QOPC's funding priorities and opportunities and create a compelling Case for Funding; Revise annually.
- Create annual major gifts (contributions of \$5,000 or more) plan, set quantifiable goals and objectives, and see to their successful fulfillment. With CEO and the Donor and Community Relations Manager, increase annual support from major donors.
- Provide direction and oversight to the Event and Communications Manager for special events dedicated to fundraising, including annual Golf Tournament and donor cultivation/stewardship initiatives.
- Direct grants development process and oversee the Grants Specialist. When appropriate, build relationships with foundation officials and assist with stewardship of grantors.
- Direct public relations and marketing initiatives. Ensure continuity of tone and message, oversee branding process agency-wide, direct communications and marketing efforts related to agency programs.
- Serve as the spokesperson for agency to the media, as appropriate.
- Provide direction and oversight for the fundraising database administration.
- Supervise three fundraising staff and support consultants.
- Working with the CEO and the Board of Directors, help develop the Board: facilitate the selection process; facilitate committee process; act as a Board liaison to build strong, lasting relationships between the agency and Board members. Keep the Board regularly informed about the meaningful work being done at QOPC.
- Work closely with other Catholic Charities federated agency Development Teams

Core Competencies

- First-hand experience in directing a Development Department responsible for raising at least \$1 million annually. Proven ability to work with major donors (\$5,000+), mid-level giving donors (\$1,000+), corporate funders, grant makers, and Board members. Proven ability to direct successful annual fundraising campaigns. Strong cultivation and stewardship skills.
- Dedication to stewardship of donor gifts: prompt and accurate reporting of the uses of contributions; support of donor wishes; appropriate donor acknowledgement, etc.

- Ability to direct multiple vendors and staff to achieve specified goals; ability to translate programming opportunities into successful marketing efforts.
- Ability to create marketing and communications goals; ability to direct the implementation of marketing and communications plans.
- Ability to motivate and inspire staff and to enlist staff agency-wide in helping with development efforts to build the QOPC Culture of Philanthropy.
- Ability to communicate well in speech and in writing: Able to speak persuasively about the organization.
- Excellent complex relationship management skills and high EQ.
- Experience working with a Board of Directors, committees, and volunteers.
- Ability to develop effective partnerships with internal and external constituencies.
- Ability to build and maintain positive constituent and colleague relationships through constructive communication skills and professionalism. Ability to work with people from a variety of culturally diverse backgrounds.
- Strong interpersonal and motivational skills.
- Strong organizational and time management skills.
- Willingness to travel around the St. Louis region, as requested.
- Desire to work with an exceptional Senior Leadership Team in an environment of measurable accountability. Ability to work independently as well.

Qualifications

Education and certification: Bachelor's degree required; CFRE strongly preferred. Experience with strategic planning and nonprofit budgeting preferred.

Experience: At least 8-10 years of successful fundraising experience, preferably at a social service or community-focused agency. Successful experience with nonprofits having an annual budget of at least \$5+ million.

To learn more about Queen of Peace Center, please visit www.qopcstl.org.

Application Instructions

Interested candidates should send a cover letter and resume to llexow@ccstl.org.

Queen of Peace Center is an equal access, equal opportunity, affirmative action employer that is fully committed to achieving a diverse workforce. Equal Opportunity is and shall be provided for all employees and applicants for employment on the basis of their demonstrated ability and competence without unlawful discrimination on the basis of their race, color, national origin, ancestry, religion, sex, age, genetic information, disability, or protected veteran status.