



Job Description

Position Title:	Chief Development Officer
Employment Classification:	Full-time, Salary, Exempt
Reports to:	Chief Executive Officer
Department:	Development
Position Summary:	Responsible for all fundraising efforts and initiatives for Orangewood Foundation (OF) and Samueli Academy.

Major Areas of Responsibility:

- Achieve the OF annual core operations fundraising revenue budget (\$5.7 million) and Samueli Academy operational fundraising budget (\$750,000)
- Ensure that a high level of donor stewardship is maintained for all OF and Samueli Academy constituents
- Oversee the Samueli Academy Phase III Capital Campaign (\$34 million)
- Develop strong professional relationships with the OF and Samueli Academy Board of Directors and significant donors
- Develop and implement a strategic plan for Development to support the OF overall strategic plan
- Assist Chief Executive Officer with Board recruitment and development activities
- Collaborate with the senior leadership team in matters related to Foundation policies, programs and management issues
- Oversee the OF Marketing programs and activities to increase awareness of and interest in OF/SA in the community
- Oversee all Orangewood internal/external fundraising events and achievement of budgeted net revenue goals
- Oversee OF Development programs and services and evaluate new fundraising initiatives to ensure alignment with the OF mission, goals & strategic plan
- Promote the professional growth of the Development team members through regular coaching, goal-setting and performance tracking
- Facilitate meaningful collaboration between the Development team and other OF Departments including Programs, Finance and Administration.
- Collaborate with the CFO to develop the annual fundraising budget for the organization and the expense budget for the Development department

Knowledge, Skill and Experience Requirements:

- Bachelor's Degree required
- Seven to ten years of experience as a successful lead fundraising professional in a nonprofit organization with multiple programs, numerous revenue sources and a diverse group of supporters.
- Demonstrated ability to work effectively with Board and other volunteers in the management of development-related tasks that advance the OF and Samueli Academy missions
- Broad understanding of the development function as it relates to donor development, fundraising, stewardship and "moves management"

- Ability to think conceptually and strategically
- Professional fundraising certifications/training preferred
- Strong written and oral communication skills
- Work efficiently with the ability to effectively prioritize projects and tasks
- Proficiency in Microsoft Office applications and Raisers Edge
- Possess a valid California driver's license and proof of automobile insurance
- Pass a background check

Essential Qualities:

- Understanding of and strong commitment to the organization's mission and vision
- Exemplifies organizational core values of trust, respect, and compassion
- Ability to work with a variety of constituents in a courteous professional manner

Working Environment/Physical Requirements:

Primarily an office job. Occasional driving to meetings/trainings (must possess a valid driver's license and proof of automobile insurance). Physical requirements include standing, sitting, typing, bending and lifting up to approximately 15 lbs.

Work schedule will vary and require occasional evenings and weekends based on needs of Orangewood Foundation and Samueli Academy.

Orangewood Foundation is an Equal Opportunity Employer.