



Job Description

Position: Chief Development Officer
Reports To: Executive Director
Status: Full Time – Exempt
Schedule: Mon-Fri 9AM-5PM; some nights, weekends and holidays required

Role Summary

The Chief Development Officer is responsible for planning, developing, organizing and directing all ACOA fundraising activities. This responsibility includes major gifts program, grant writing, planned giving, corporate giving, capital campaigns, and oversight of staff on special events and annual giving/membership programs. The Chief Development Officer is charged with developing and executing a financial plan that ensures that the ACOA continues to meet its core mission and evolving artistic goals. The Chief Development Executive is a leading role, working closely with the Board, Executive Director and other staff to develop and articulate the strategic direction of the organization and to implement the resulting strategies and initiatives.

Essential Duties & Responsibilities

Fundraising and Development

- Strengthen and diversify the fundraising program by expanding ACOA's donor base (corporate, individual and foundation).
- Cultivate and retain Perennial Society members and other annual membership donors.
- Build and oversee the implementation of an aspirational, achievable annual development plan.
- Meet and exceed fundraising goals, as determined annually during organizational budgeting.
- Use innovative strategies to identify and cultivate new prospects.
- Craft strategies to leverage the ACOA's current programs, activities and events to promote greater donor/sponsor and volunteer participation.
- Manage public and private grant initiatives.
- Build and implement an effective corporate development strategy.

Operations and Communications

- Maintain effective development systems and record-keeping procedures to track current and prospective donors and accurately report all fundraising income.
- Prepare, monitor and manage the annual development budget.
- Align development-related communications with the ACOA's brand and provide ongoing evaluation of key messages as it related to development activity.

Leadership

- Represent the ACOA externally in partnership with the Executive Director and Board of Trustees.
- Facilitate, engage and support the Development committee of the Board of Trustees to meet fundraising goals.

- Lead and oversee performance of the development staff.

Professional Qualifications

- Minimum Bachelor's degree and 7+ years in the non-profit sector.
- Success in securing major gifts, grants and sponsorships, as well as achieving fundraising goals.
- Proven track record of supervising staff and successfully motivating and supporting Board Members and volunteers.
- Ability to develop and manage budgets and prepare reports.
- Strategic thinker and persuasive communicator who understands the value of relationships.
- Ability to communicate clearly and professionally in oral and written forms. Successful public speaking experience.
- Passion for the arts and familiarity of the local Lynchburg community and its residents is preferred.

Chief Development Officer

Rev. 2, 10/8/19