



Position Title: Chief Development Officer
Reports to: Chief Executive Officer (CEO)
FLSA Category: Exempt

Overview of Organization & Position

Triangle Family Services (TFS) is a dynamic nonprofit human services agency with an 85-year history of serving families in crisis in Wake County and surrounding communities. Our lifechanging programmatic work includes trauma-focused mental health services, domestic violence interventions, supervised visitation, housing stabilization services, homeless engagement, and financial counseling. (www.tfsnc.org) We are seeking a Chief Development Officer to provide strategic leadership and development guidance for the philanthropic functions and infrastructure of our organization.

Position Summary

In partnership and collaboration with the CEO, the Chief Development Officer (CDO) will plan, lead and oversee the department's overall operations to include Development, New Business Strategies, Fundraising and Marketing and Communications. They will execute contracts, grants and foundation narrative(s) and maintain consistent and accurate tracking and reporting. The Chief Development Officer will be instrumental in leading the organization to meet its current annual fundraising goals while growing and diversifying its funding base. This person will also identify new opportunities and community partnerships in alignment with the organization's strategic growth plan. They will engage staff and the board in expanding revenue streams to support new initiatives. They will be responsible for growing the foundation portfolio and expanding its major donors program.

Responsibilities include, but are not limited to:

- The CDO works closely with the CEO and Board of Directors in development endeavors.
- Provides leadership support to the senior leadership team in implementation of outreach for program marketing and development activities.
- The CDO plays an active role in marketing and external relationships initiatives as part of a collaborative approach to advancing community-wide awareness of and support for the organization.

General Development Strategy and Implementation

- Develop annual revenue goals and plans to diversify and increase the organizational budget through a comprehensive development strategy.
- Lead and engage the senior management team, including board, in developing effective messages for new and broader donor audiences.
- Support and mentor CEO, Board, leadership, and staff in their development efforts.
- Serve as a member of the senior management team.



Business Development

- Lead efforts to identify and secure new foundation support, including outreach and substantive presentations to prospective funders throughout the community and North Carolina about the organization's current programs and future projects.
- Oversee the coordination and development and tracking of budgets for existing and proposed grant projects.
- In collaboration with the CEO, maintain and strengthen relationships with current foundation funders and cultivate new foundation donors.
- Oversee the organization's grant and report writing and coordinate the process with the CEO and relevant staff.

Donor Cultivation

- Lead efforts in identifying and securing new donors at all levels.
- In partnership with the CEO, the Development staff, and other relevant staff, maintain and strengthen relationships with current donors to increase gift size, frequency, and retention.
- Support CEO, leadership, and Board in their efforts to build and strengthen donor and prospect relationships and soliciting gifts.
- Oversee the preparation of development reports including plans, accomplishments, and challenges for CEO in advance of board meetings.
- Coach, support, and encourage the Board's development efforts.

Management and Administration

- Ensure the creation of and maintenance of a new fundraising database.
- Lead and mentor departmental staff.
- Ensure the organization has accurate and sustainable development processes and systems, including recordkeeping, gift acknowledgments, renewals, mailings, and calendars.

Experience, Skills, and Education

- Passion for Triangle Family Service's mission of strengthening families and the community.
- A bachelor's degree is required, MBA, CFRE, or other relevant degree preferred.
- A minimum of five years of years of progressive leadership experience in nonprofit management and or business development.
- A fundraising, development and/or business management background and experience is required.
- Strong interpersonal, presentation and writing skills; comfort with external agency representation.
- Demonstrated experience managing areas of responsibility is preferred.
- Self-starter with demonstrated ability to simultaneously manage and complete multiple projects in a fast-paced environment.
- Proven track record of business development with success in achieving or exceeding revenue targets.



- This role requires proficiency in navigating variety and complexity in scope, as well as the ability to engage effectively with internal and external stakeholders.
- Success will require a systematic/procedural mindset coupled with entrepreneurial thinking and the ability to adapt quickly to shifting priorities and circumstances.

Values:

Integrity: We act in a manner consistent with our words and beliefs

Honesty: We deal with each other in a straightforward manner

Respect: We treat others with care and consideration

Courage: We pursue our beliefs with strength and perseverance

Diversity: We seek; value; and respect differences among our team mates

Balance: We strive for stability and vitality in our lives

Working Hours/Conditions

Full-time 40 hours per week Monday through Friday. Must be able to sit or stand for varied periods of time throughout the workday. Some travel for off-site meetings, events or tasks may be required. Work schedule may involve occasional evening and weekend hours.

This position will function in a fast-paced environment that requires both independence and collaboration; TFS identifies teamwork as one of our core workplace values. Most TFS employees wear multiple hats and regularly encounter opportunities to expand their skills, knowledge, and reach. We take our commitment to our clients and our donors very seriously: we work hard. We also, however, find joy, hope and fun in our daily work activities and collegial interactions.

TFS provides equal employment opportunities to all applicants and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

TFS requires all employees to be fully vaccinated against COVID-19, where allowed by state or local law unless approved accommodation is applicable.

Please submit a cover letter, resume, and required salary range to resume@tfsnc.org with the position title (Chief Development Officer) in the subject line.