



CHIEF DEVELOPMENT OFFICER

We are currently seeking an experienced **Chief Development Officer** to join our team in **Dallas, TX**.

Who We Are:

Make-A-Wish North Texas - Since 1980, Make-A-Wish has been creating life-changing wish experiences for children with critical illnesses around the world. Wishes are proven to have a positive impact on a child's physical and mental well-being and are credited with increased compliance with treatment. When a wish is granted, a child replaces fear with confidence, sadness with joy, and anxiety with hope, forever transforming the lives of children, their families, and entire communities.

Make-A-Wish North Texas is 100% locally funded and serves 161 counties across the state of Texas, including Dallas, Fort Worth, El Paso, Amarillo, Lubbock, Midland/Odessa, and the surrounding areas. Since our chapter's founding in 1982, we have granted over 13,000 wishes. To learn more about us, visit <https://wish.org/ntx>.

Our Mission:

Together, we create life-changing wishes for children with critical illnesses.

How We Work:

We are a culture grounded in the knowledge that wishes bring hope that can change everything. We care about our wish families, each other, ourselves, and our communities. We believe in communicating with curiosity, assuming the best of intentions, and listening to understand. We think it's important that all voices get to be heard. We are transparent. We passionately bring wishes to life, and we have a lot of fun along the way! Ultimately, we strive for joy in our work, so that we can be a source of joy for our wish kids and their families.

This position is hybrid working at least two days a week in our Dallas office.

If your experience and skills meet the needs outlined in this job posting, and this is the type of work environment you value and want to be a part of, then please apply!

About the Role:

The Chief Development Officer (CDO) is responsible for leading Make-A-Wish North Texas to meet or exceed its growth objectives. As the chief fundraising strategist, the CDO will set the vision for the Chapter to grow and diversify its funding base while maintaining a frontline fundraising role. The CDO will work closely with the CEO to refine and implement the development plan to significantly expand annual fundraising revenues. The CDO manages all aspects of the organization's fundraising plans, including Donor Recognition and Stewardship, Major and Planned Giving, Annual Giving, Corporation and Foundation Giving, and Research and Prospect Management. A member of the Senior Leadership Team, the CDO will also work closely with other members of the SLT to generate support for Make-A-Wish.

What you'll do:

Core duties and responsibilities include the following. Other duties may be assigned.

Major responsibilities:

- Serve as the lead front-line fundraiser for the team by growing and maintaining a portfolio of high-level supporters to reach the CDO's individual fundraising goal.
- Design and implement a mid-level and major gifts program, including metrics to regularly evaluate and report on progress in reaching fundraising goals.





- Build a culture of philanthropy across all levels of the organization, coaching and training others to be effective stewards of philanthropic relationships.
- Utilize organizational and donor data to assess and determine where the areas of greatest opportunity and focus should be for development efforts.
- Clarify roles, responsibilities, and metrics for success for each development team member to align with the diversified fundraising plan.

General duties and responsibilities of the CDO can be summarized as follows:

- Plan and oversee all development/fundraising activities to achieve or exceed annual revenue goals.
- Provide leadership for development staff and establish clear roles and responsibilities with measurable performance objectives.
- Provide leadership to strengthen development systems and processes, including recordkeeping, gift acknowledgments, and donor and employee retention.
- Direct all grants and campaign functions for the Chapter; supervise the appropriate staff to ensure the highest level of quality in identifying and procuring new resources through grants, as well as the maintenance and compliance of existing grants.
- Serve as key development liaison to the Board of Directors to fulfill organizational fundraising goals while providing staff support to the Board Development Committee. Provide direction and support for Board fundraising efforts.
- Serve as a member of the CEO's Senior Leadership Team to be aware of organization-wide issues and contribute to the overall management of the organization.
- Direct all future capital/endowment campaign functions to ensure campaigns are operated according to the Make-A-Wish Foundation standards and procedures, as well as established goals.
- Plan, develop, implement, and evaluate a variety of resource development strategies to determine their effectiveness in achieving short-range and long-range goals; communicate and coordinate with the CEO the status and accomplishment of short and long-range plans, goals, and objectives for the Development Department.
- Develop and administer the departmental budget working with the CEO to develop the annual Development Department plan for the Chapter.
- Attend meetings and other community involvements pertinent to promoting and supporting Make-A-Wish North Texas and enhancing its development programs and projects.
- Perform public speaking to promote awareness and support for the Make-A-Wish Foundation program. The position will require an estimated 10 trips outside of DFW annually. Most trips are day trips to regional offices.
- Perform all duties with an understanding of Make-A-Wish North Texas's mission, philosophy, culture, and protocol and conduct all communications and job duties with the highest level of professionalism and donor care.
- Participate in continuing education opportunities, conferences, and seminars to enhance professional growth and encourage/support the ongoing education of staff.

Our Perfect Candidate

Education and Experience:

- Bachelor's degree from an accredited college or university, with post-graduate education focusing on nonprofit and/or business development preferred.
- Ten years of progressive fundraising experience or an equivalent combination of training and experience which provides the required knowledge, skills, and abilities.

Required Abilities and Skills:





- Proven experience in cultivating donors and prospects, and managing a development program.
- Strong experience leading and managing a staff. Readily delegates, coaches, empowers, and holds others accountable. An effective team leader and team player.
- Knowledge of the principles and practices of fundraising management with demonstrated experience in implementing and managing a successful, scaled, comprehensive fundraising program to achieve or exceed goals.
- Demonstrated success in generating increased funds from individual donors, including securing major gifts, defined as \$50,000+.
- Knowledge of planned giving is preferred.
- Demonstrated ability to think creatively about engaging new donor audiences.
- Strong oral communication skills with a demonstrated ability to build strong relationships with board members, donors, staff, and volunteers. Ability to speak before small and large groups of people.
- Competently creates and executes strategies that lead to sustainable organizational growth. While focused on the horizon, always has an action plan for today and a methodical system to measure progress in reaching goals. Uses data to drive decision-making.
- Strong organizational and financial management skills. Ability to develop and administer a fundraising budget.
- Knowledge of the principles and practices of personnel and business management and supervision. Ability to provide leadership to peers and subordinate staff.
- Knowledge of effective and efficient methods for organizing and maintaining records and ability to perform the same.
- Knowledge of the principles and practices of grant administration.
- Knowledge of local, state, and federal laws governing fundraising and taxation.
- Ability to solicit and close gift agreements in compliance with Make-A-Wish North Texas' policies as well as local, state, and federal legislation. (Make-A-Wish training provided)
- Ability to maintain the security and accountability of donated funds and/or assets.
- Ability to work under the pressure of deadlines and time constraints.
- Ability to apply discretion and independent judgment and exercise confidentiality.
- Passion for and commitment to the mission and vision of Make-A-Wish.
- Achievement orientation; takes initiative and self-directed.
- Unquestioned integrity, trust, and respect for others; models high ethical standards of conduct.
- Demonstrated proficiency in Microsoft Office and database management software such as Salesforce or Blackbaud Raiser's Edge.
- Flexibility to attend events that may take place early mornings, evenings and weekends.
- Flexibility to travel when necessary.
- Ability to present a positive and professional image of the Make-A-Wish Foundation of North Texas.
- Ability to work independently and with limited supervision.
- Align to our Rules of Engagement. We believe that our culture and workplace community thrive when we engage with our colleagues and constituents within these tenets:
 - Assume best of intentions
 - Listen to understand
 - Create a judgement-free zone
 - All voices get to be heard
 - Communicate with curiosity
 - Commit to transparency
 - Have fun!
- In accordance with the Make-A-Wish team philosophy, carry out or assist with other tasks in addition to those listed in the job description.

Company Offers:

5430 LBJ Freeway
Suite 260
Dallas, TX 75240

P .214.496.9474
F .214.496.9475
ntx.wish.org





- Competitive salary commensurate with experience and education
- Comprehensive benefits package available: *(healthcare, vision, dental and life insurances; 401k company match; paid time off and holidays)*

To Apply:

If interested please complete our [Interest Form](#)

We are an Equal Opportunity Employer!

