



JOB PROFILE

JOB TITLE: CHIEF DEVELOPMENT OFFICER (CDO)	
REPORTS TO:	CHIEF EXECUTIVE OFFICER (CEO)
DEPARTMENT:	DEVELOPMENT
JOB LEVEL:	SENIOR MANAGEMENT
Core Purpose and Mission Statement	
<p>The Core Purpose of The Ottawa Mission is to reflect Jesus’ love in serving the homeless, the hungry, and the lost. Our Mission is to by provide food, shelter, clothing and skills, and offer healing, faith and hope for building a wholesome life.</p>	
Vision & Values	
<p>Our Vision is that all the hurting, hungry and lost in Ottawa find HOPE, HEALING & HOME Our Values are Faith First, Excellence in All, Respect & Dignity</p>	
Accountability Statement	
<p>Reporting to the CEO, The Chief Development Officer (CDO) is a key member of the senior management team, instilling a culture of philanthropy and providing leadership in visioning, planning, implementing and managing fundraising activities to ensure the organization is able to deliver on its mission and strategic priorities. Leading and collaborating with a dedicated team of fundraisers, the CDO ensures a diversified fundraising portfolio is established and actively stewarded to support the organization’s work today and into the future. As a chief ambassador they are responsible for building strong relationships with donors, volunteers, staff and the community at-large.</p>	
Scope & Dimension	
<p>2022-23</p> <ul style="list-style-type: none"> • Annual development budget: \$2.5M • Annual fundraising goal: \$11.8M • Capital campaign goal: \$5M by 2026 <p>The CDO is responsible for the leadership, strategy and management of all aspects of The Mission’s fundraising efforts. This includes meeting or exceeding annual fundraising goals and capital campaign goals, setting long-term strategy to meet increasing financial needs, managing budgets and oversight of a team of thirteen (13) development staff, including: direct response, events, digital fundraising, leadership gifts, major gifts, corporate giving, planned giving and donor relations.</p> <p>The CDO regularly monitors actual results to revenue budget and presents forecasts and re-forecasts. They are responsible for developing and implementing fundraising policies and procedures that are consistent with Canada Revenue Agency and industry best practices. They lead by example and work with all staff, board and volunteers to foster a culture of philanthropy throughout the organization.</p> <p>The CDO communicates regularly with other organizational departments and actively participates in the overall strategic direction of the organization, with emphasis on overseeing the strategic operations of the Development</p>	

ACCOMMODATION IS AVAILABLE, UPON REQUEST, FOR ALL EMPLOYEES WITH DISABILITIES

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Office as it intersects with the organization as a whole.

Major Responsibilities

Management (This includes participating in the full employee lifecycle – from hiring to termination)

- Innovate, lead and manage a comprehensive fundraising strategy to grow annual philanthropic revenues and meet capital campaign targets in support of The Mission
- Establish annual fund development targets and capital campaign goals; develop and implement strategies to meet or exceed targets
- Oversees the development and administration of systems, tools and techniques to further the fund development process
- Analyze data and deploy evidence-based fund development plans
- Supervise, evaluate and support development staff within the department as per the organization's policies and procedures; participate in the full employee lifecycle for development staff, from hiring to termination
- Prepare, manage and oversee annual development budgets and revenue forecasts
- Be available on an emergency basis during off work hours

Leadership, Accountability and Authority

- Provides leadership and direction to the development team
- Build, mentor and coach a diverse and dynamic development team
- Fosters accountability and ownership by providing leadership and support for implementing and monitoring strategic, operational and organizational fundraising objectives
- Collaborate with the CEO and members of the senior management team to plan strategic initiatives, including organizational sustainability and capital expansion
- Advise the senior management team and the Board of Directors of fundraising principles, practices and policy requirements
- Foster a culture of philanthropy throughout the organizations that is in keeping with the organization's values, vision and mission

Other Requirements

Education

- University degree from an accredited post-secondary institution
- Certified Fundraising Executive (CFRE) designation

Experience

- Minimum 10 years of progressive fundraising experience with demonstrated leadership and achievement in key aspects of fund development, including:
 - Capital campaigns, major and planned giving
 - Annual giving
 - Public engagement strategies
 - Donor relations and communications
 - Evaluating data and measuring performance

Qualifications

- Passion and enthusiasm for the mission, vision, values and strategic direction of The Mission
- Analytic and strategic with a focus on results

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- Demonstrated track-record of success in cultivating, soliciting and stewarding individual, corporate and foundation prospects and donors at the 6-figure level or higher
- Knowledge and experience of capital campaigns and annual giving programs
- High degree of emotional intelligence and judgement in working with diverse stakeholders
- Strong integrity with strict adherence to ethical fundraising standards
- Exceptional interpersonal and communication skills to develop and maintain a broad range of relationships, as well as engage and inspire stakeholders both internally and externally
- Demonstrated fundraising leadership and team building skills including experience in goal setting, motivating, leading, mentoring, evaluating and developing a capable team of professionals
- Must have a valid driver's license with a clean abstract
- Bilingualism (English/French) considered an asset

Working Conditions:

- Must work to, sometimes strident, deadlines, manage and respond to competing priorities
- Intermittent physical activity including walking, standing, sitting, and lifting
- Primarily Office Setting
- Travelling by car throughout the city
- Interacts with employees, donors and the community at large

If interested in applying, please forward your cover letter and resume, with "CDO" in the subject line, to: hr@ottawamission.com

We thank all applicants for their interest in The Ottawa Mission, however, due to the volume of resumes we receive, only those selected for an interview will be contacted.

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THE OTTAWA MISSION IS AN EQUAL OPPORTUNITY EMPLOYER