

CHIEF DEVELOPMENT OFFICER

DESCRIPTION

The Chief Development Officer (CDO) of Juliette's House raises money and other resources to support our mission to protect children from abuse and neglect, support non-offending family, and help children to heal from trauma. We serve Yamhill county (population 106,000), and are based in McMinnville, located in wine country, a 50-minute drive to the South West from Portland.

The Chief Development Officer will work as a member of the leadership team (including the CEO, COO, and Prevention Education Director) and will have primary responsibility for maintaining and building on Juliette's House's 25+ years of grassroots, event-based, and traditional fundraising. The position will supervise all volunteers and staff who support fundraising, and will be likely to grow in the coming years in alignment with our strategic plan.

A successful candidate will:

- Be able to Manage and Execute traditional fundraising activities, including:
 - grants;
 - mail solicitations;
 - newsletters;
 - event-organizing and sponsorships;
 - major and planned giving;
 - capital campaigns;
 - individual donor cultivation/solicitation/stewardship;
 - online fundraising, and
 - institutional fundraising including corporate and foundation grants.
- Be able to Manage a donor database, keeping detailed records on giving behavior, donor interest, and gifts received.
- Have experience working with a Board of Directors, particularly to coordinate volunteer efforts and organize volunteer/donor recognition.
- Be able to hire and managing contractors to fulfill fundraising functions.
- Be skilled in Microsoft Office applications including Word, Outlook and Excel, with a willingness to learn other data management systems. (JH uses Sales Force as our donor database.)

REQUIREMENTS

- A college degree or higher plus 3 years of experience in successful executive fundraising management or Associate's Degree plus 5 years of related experience; CFRE credentials a plus. Experience with youth serving organizations, or a related/aligned social welfare agency, a plus;
- Skills in creating and maintaining strong partner relations, including excellent verbal and written communication, and problem solving - writing sample required at time of application (e.g. a funded grant);
- Strong organizational skills, attention to detail, problem-solving and decision-making capabilities.
- Experience in working as part of a diverse team.
- Skilled in Microsoft Office applications including Word, Outlook and Excel; willing to learn other data management systems. (JH uses Sales Force as our donor database.)
- Have functional literacy in Spanish preferred.
- This position is in Yamhill County, but remote working is possible after probationary period. Applicant must have reliable transportation and a current driver's license.
- Able to pass a criminal background check; willingness to become certified in child abuse prevention and act as a mandated reporter.

The CDO will also create/manage the overall development department budget and work with appropriate staff to create individual grant applications, project budgets, and reports. CDO is responsible for planning and budgeting for ongoing professional development in the field.

While not required, an ideal candidate will also:

- Have experience researching, writing, winning, and managing government grants (may include local, state, federal, or tribal) and delivering reports;
- Hold CFRE certification, or continuing education in the field of fundraising, and a willingness to pursue ongoing professional education;
- Have prior experience in public health, education, training, safety, or a related field: preferably work serving youths, children, or in a related/aligned social welfare agency; and
- Must be comfortable using remote communication software (e.g. GoTo Meeting, Skype, Google Hangouts, Zoom, etc.,) for interaction with team, and with constituents.

Juliette's House is an Equal Employment Opportunity Employer in full compliance with the ADA. All qualified applicants are encouraged to apply. Applicants are considered for employment based on their qualifications without regard to race, color, religion, gender, sexual orientation, national origin, age, marital or veteran status, genetic information, medical condition or disability, amnesty, or any other factor in accordance with federal, state, and local law or regulation.

SALARY

Juliette's House is a small, \$1 million agency, and CDO is a full-time, 1.0 FTE leadership position. As such, salary will be competitive and based on experience, with the possibility for rapid advancement based on performance. Benefits includes retirement and health insurance, and a budget for professional development.

CONCLUSION:

As a public representative of JH, the CDO must be a strong communicator and a consummate diplomat, building strong relationships and strategic partnerships, in coordination with senior leadership, in support our mission to eliminate child abuse and neglect in our community. Flexibility, resourcefulness, creativity and commitment to success are key, and we look forward to a conversation with you! Visit our website at www.julietteshouse.org to learn more about our work.

COMPENSATION

Juliette's House offers a competitive pay and benefits package including medical insurance; paid holidays, and a generous paid time off policy. In addition, we offer a pre-tax FSA and AFLAC. Beginning spring 2020, we will offer a 403b retirement plan.

HOW TO APPLY

Please send your CV and cover letter to Laura Lindemann, laura@julietteshouse.org, for immediate consideration. Include "CDO" in the subject line of your email.