Chief Development Officer
Position Profile

"The ache for home lives in all of us, the safe place where we can go as we are and not be questioned."
-Maya Angelou

Reports to: President & CEO
Location: Cleveland, Ohio

About North Coast Community Homes

Community-based housing enables persons with disabilities to live just like anyone else — safely in their own community and in their own home. They can go to work or on outings during the week, enjoy leisure time activities on the weekends and in the evenings, and receive more personalized supervision and care by support care organizations.

North Coast Community Homes (NCCH) works with local realtors to find the best possible properties for special needs housing. Efforts concentrate on placing our residents in neighborhoods of their choice and dispersing homes throughout the various municipalities and townships in each of the six Northeast Ohio counties we serve.



For men and women who have developmental disabilities, NCCH typically develops two types of rental properties for four or fewer individuals per home — one type of home for individuals who are ambulatory, and one for persons who have more significant disabilities and generally use wheelchairs.

This latter type of home must be fully accessible and requires modifications that are far more extensive and expensive than a home for people who are ambulatory.

In Summit County, we provide homes for men and women with mental illness, who typically live independently, in an apartment within a multi-unit building, or in a private home. These residences are modified to allow each person to have their own private living unit.

Mission

NCCH develops and maintains safe, comfortable, and affordable housing of high quality for individuals with developmental disabilities, mental illness, and other disabilities.

Key Job Functions

The Chief Development Officer is responsible for the following key job functions.

Fundraising Strategy

- Develops/modifies the strategy and case for support for philanthropic giving to NCCH.
- Develops and promotes a culture of giving throughout the organization, including the board, staff, donors, and volunteers.
- Engages colleagues, volunteers, and donors to determine the impact of philanthropy and giving on the lives and communities served by NCCH.
- Develops creative and innovative ideas to increase funds and expand the reach of NCCH throughout the six counties we serve.
- Refines and implements a fundraising plan consistent to retain donors and to reach and cultivate new and diverse donors. Ensures appropriate goals and measures are established to monitor and revise the plan as it is implemented.

Fundraising/Development



- Leads and directs all fundraising programs and practices
    - Broad-based fundraising, including the annual fund
    - Major donor initiatives
    - Corporate and foundation fundraising
    - Grant writing and grant management
    - Event management and fundraising
    - Planned giving and endowment building
- Maintains a major gift portfolio of top-tier gift prospects to secure significant leadership gifts. Engages the president, board, and long-time stakeholders in cultivating and soliciting donors for gifts.
- Directs and oversees fundraising operations including systems, databases, and donor records.
- Directs and leads donor relations, recognition, and stewardship strategies programs and ensures effective implementation to cultivate and honor donors.

Staff Management

- Recruits, hires, and manages an effective team. Develops goals, objectives, and plans for effective team performance.
- Provides leadership, direction, and mentoring to the team.
- Provides strategic and professional development opportunities to advance individual and team performance.

Financial Management

- Establishes, implements, and monitors the fundraising budget.
- Provides sound financial management and ensures accurate, regular, and ad-hoc financial reporting.

Board Relations

- Serves as the liaison to the development committee. Builds and maintains strong relationships with board members; collaborates with the board to create cultivation strategies for donors.
- Provides direction to the board regarding fundraising policy development and implementation.

Marketing and Public Relations

- Leads marketing and communications activity for the organization, including brand development, marketing collateral, digital and social media, and marketing communications.
- Oversees marketing for NCCH earned-income business ventures.
- Participates in civic organizations and associations; represents and presents NCCH to the public.
- Serves as primary organizational contact with the media.

Position Requirements

The successful candidate will possess a strong knowledge of fundraising, marketing and communications, and nonprofit organization leadership as well as strong behavioral competencies and attributes described below:

Competencies, Skills, and Attributes

- **Passion** for the NCCH mission
- **Leadership, innovation,** and **business acumen**
- **Vision, strategic thinking,** and **planning** skills with the ability to establish both short-term and long-term strategies and plans for achieving organizational goals
- Extensive knowledge of **fundraising strategies and tactics**
- Ability to accomplish tasks in **collaboration** with and through others
- Very strong **interpersonal, presentation,** and **persuasion** skills with the ability to connect with a variety of constituents
- **Communication** skills (including, verbal, written, presentation, and listening)
- Ability to establish **priorities, goals, and timelines** and lead the team in the achievement of established goals
- High-level and effective **problem-solving** and **decision-making** abilities
- Orientation toward **action** and **results**
- Ability to **direct** the team and to **manage and measure work**
- **Ethics** and **integrity**

Qualification Requirements

- A Bachelor's degree in an appropriate field or equivalent knowledge/experience
- Significant (seven+ years) and progressively responsible experience with fundraising or comparable processes; history of closing major gifts; and working knowledge of planned giving
- Significant leadership and management experience, including involvement in the nonprofit sector

Desirable Qualifications

- CFRE designation
- Master's degree in a related field
- Experience with housing and/or working with people with disabilities

About Cleveland

Recently listed as one of the "Best Places to Live in the US" by *Time Out* and hailed as "America's hottest city right now" by *Forbes*, Cleveland has quickly grown into one of the nation's most promising places to live and work. The Cleveland metro area, located along the shoreline of Lake Erie, boasts a vibrant identity, with almost 3 million residents and 117 different cultures that call the metro area home. Cleveland has experienced significant economic revitalization and made national headlines in recent years, particularly after winning the 2016 NBA Championship, hosting the 2016 Republican National Convention, and appearing in the 2016 World Series. The city proudly hosts a thriving food, arts, and music scene; top-ranked hospitals and educational institutions; acclaimed sports teams; beautiful national and local parks; and affordable housing choices across a variety of unique neighboring communities.

When it comes to arts and culture, Cleveland truly excels on a national level. The Cleveland Museum of Art is renowned, ranked by *Business Insider* as #2 in the country. The Cleveland Orchestra has also consistently ranked among the country's finest, with a secure spot in the "Big Five"—and Playhouse Square is the largest theater district in the US outside of the Lincoln Center in New York. Other notable cultural institutions include the Cleveland Museum of Natural History, Museum of Contemporary Art, Rock and Roll Hall of Fame, International Women's Air and Space Museum, Great Lakes Science Center, and Children's Museum of Cleveland. In addition, Cuyahoga Valley National Park, located less than 30 minutes from downtown Cleveland, is the only national park in Ohio.

The Cleveland Clinic stands among the nation's best hospitals, earning the #2 ranking in the country by the prestigious *US News & World Report*. The area also has some of the top public and private secondary schools in the region, including Case Western Reserve University, Cleveland State University, the Cleveland Institute of Art, and the Cleveland Institute of Music. Biomedical and "smart" manufacturing start-ups abound in Cleveland, drawing bright young professionals from across the country to live and work in the metropolitan area.

Cleveland is significantly more affordable than many other large cities. Residents are able to choose from charming 20th century homes, sleek waterfront flats, and many other attractive architectural styles in historic neighborhoods and suburban areas such as Rocky River, Avon Lake, Tremont, Ohio City, University Circle, Shaker Heights, Cleveland Heights, Chagrin Falls, Brecksville, Detroit Shoreway, Pepper Pike, and Lakewood. Primary and secondary education options are easily accessible from these communities, and most offer a robust network of parks and trails for recreation and leisure.

Application Process

Benefactor Group is assisting the North Coast Community Homes with this search. Applications will be reviewed as they are received. All applications will be considered highly confidential. **To be considered for this position, please send cover letter and resume to:**

Ron Guisinger
Senior Consultant

HR@benefactorgroup.com

http://www.benefactorgoup.com