



**Girls Inc. of Orange County**  
**Mission: Inspiring all girls to be Strong, Smart and Bold**  
**Vision: Empowered Girls and an Equitable Society**

Girls Inc. of Orange County is a private, non-profit agency serving girls from kindergarten through college. We are an affiliate of the Girls Inc. national organization, the nation’s leading voice for girls. Our programs for girls give equal concern for careers and life planning, health education, leadership and community action, self-reliance and life skills, culture and heritage, academic achievement, participation in sports, and excellence in math, science, and technology. Our programs have proven to be effective in inspiring girls to become Strong, Smart, and Bold.

**POSITION INFORMATION**

**Position Title: Chief Development Officer**

**Supervisor:**  
Chief Executive Officer (CEO)

**Full or Part-time:**  
Full-time (Exempt)

**Positions Available:**  
One

**Position Summary:**

We are seeking to hire a dedicated Chief Development Officer (CDO) to help us set direction and ensure the continued success and longevity of our organization. The CDO will report to the Chief Executive Officer (CEO) and will work with the senior management team, board of directors, and staff to define the organization's vision and direction. This position will be responsible for planning and implementing strategies to secure donors and contributions in support of the organization, provide oversight of the fund development program, monitor development activities, and address issues that may hamper growth and success.

**Regular or Temporary:**  
Regular

The successful applicant should have proven experience as a fundraising and organizational development specialist, with several years of management experience in a non-profit organization or a similar environment. You must be motivated, have the ability to solve complex problems, and have a passion for philanthropy.

This position is responsible for directly managing a staff of four, including hiring, providing orientation, coaching, directing, monitoring and evaluating each member of the team. This person will also oversee five indirect reports, helping motivate through their supervisors the ability to reach the organization’s goals.

The CDO works collaboratively and maintains clear and regular communications with the board of directors, board committees, volunteer leadership, community partners and donors.

**PRIMARY RESPONSIBILITIES**

**Essential Duties and Responsibilities:** include the following. Other duties may be assigned.

- Participate with the CEO, staff, and board of directors to facilitate short and long-term strategic plans.



- Develop and implement an overall development and/or multi-year comprehensive campaign plan that includes overarching, measurable goals for the department and specific measurable goals for each aspect of the program.
- Identify and address development issues that affect the well-being and efficacy of the organization.
- Foster a culture of philanthropy and ensure that fund development is executed in keeping with the organization's values, vision, and mission.
- Participate with the CEO and Chief Program Officer to align with and plan the organization's fund development marketing and communications and brand awareness.
- Manage the operations development function efficiently and oversee development activities in coordination with staff.
- Establish a balanced mix of donor sources and fundraising programs to attract and retain donors and fundraising volunteers.
- Establish performance measures, monitor results, and evaluate the efficacy of the fund development program.
- Develop and lead marketing and communications so that donors, grantors and volunteers receive integrated and appropriate messaging.
- Maintain accountability and ensure compliance with all regulations and laws, as well as the code of ethics for fundraising professionals.
- Help to recruit, train, and motivate fundraising volunteers.
- Keep abreast of developments in philanthropy and fund development.

## QUALIFICATIONS

- Bachelor's degree required. CFRE preferred.
- At least 7 years of experience in increasing levels of management and direct solicitation experience.
- An articulated belief in the mission of the organization.
- Strong interpersonal, decision-making, and leadership skills.
- Excellent communications skills emphasizing the ability to listen and hear others.
- Empathy and a strong will to succeed.
- Knowledge of communications planning, social media, and public relations.
- Is personally philanthropic.
- Has integrity and a sense of humor.

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- Must be able to stand, walk, reach with hands and arms, stoop, talk and hear.
- Must be able to lift 25 lbs.
- Must be able to sit for long periods of time.
- Must be able to work occasional evenings and/or weekends.



Compensation and Benefits

- Starting Salary \$140,000. Competitive salary commensurate with qualifications and experience
- Hybrid schedule to include in-office days at Girls Inc. of Orange County's offices in Santa Ana.
- Medical insurance (after 60 days) and retirement plan (after 90 days) provided.
- Dental and Vision insurance covered by employer.
- Paid holidays, vacation, sick time, and birthday holiday

Please send cover letter and resume to [humanresources@girlsinc-oc.org](mailto:humanresources@girlsinc-oc.org). No phone calls, please.  
For more information on Girls Inc. of Orange County, please visit our website at: [www.girlsinc-oc.org](http://www.girlsinc-oc.org).  
Girls Inc. is an equal opportunity employer.