



# ADRN Chief Development Officer (CDO) Job Description

## JOB SUMMARY:

The Austin Disaster Relief Network (ADRN) is a Christian nonprofit 501(c)(3) organization of nearly 200 Greater Austin churches and thousands of trained volunteers bringing hope into crisis. ADRN's network enables and empowers church members to organize, prepare, mobilize, and respond quickly in the event of a disaster, great or small. The Chief Development Officer (CDO) provides the leadership, strategy, and management for all components of the organization's fundraising efforts. They will develop and execute the strategy for increasing contributed revenue by 40% over the next three years. In addition to a high-touch stewardship and donor recognition program, the CDO will provide leadership on an institutional, corporate and legacy giving strategy, and manage a major gifts portfolio. The CDO should be the institution's chief ambassador, imbuing staff and lay leadership with inspiration and training to help create a culture of philanthropy.

## RESPONSIBILITIES:

- Assess the "state of play" of in-process fundraising efforts and provide support for those efforts as needed.
- Review the current fundraising support infrastructure to ensure that the organization can respond quickly, effectively, creatively and contextually to long-term financial requirements and short-term operating needs.
- Serve as principal fundraising strategist for driving significant growth in contributed revenue.
- In collaboration with the Executive Director, develop a comprehensive, data-driven fundraising plan that includes donor segmentation, objectives for individual and institutional fundraising and success metrics, identification of staff and board who will be actively involved in identifying, cultivating and stewarding relationships with existing and new donors, and donor recognition programs.
- Leverage the steady and outstanding growth trajectory of the last decade to lead sustainable, continued growth.
- Significantly expand the size of the major donor pool and its diversity, including by demographics, geography, and areas of interest and analyze data to drive strategy and resource allocation.
- Cultivate and solicit five, six, and seven-figure gifts.
- Create opportunities to build a "home" for supporters, ensuring long-term engagement and giving.
- Develop appropriate plans and strategies to fund the diverse needs of ADRN and map to various types of giving (major and leadership gifts, annual fund, planned giving, corporate and foundation) for ADRN's annual fund for operating expenses, disaster related project needs, and giving that focuses on the programmatic interests of donors.
- Orchestrate special events that boost fundraising efforts, including galas, openings, corporate and private gatherings, and events celebrating contributions of various donor groups and marking special milestones for the Company.
- In collaboration with the Marketing Team, develop and evolve the overall messaging to appeal to various donor constituencies.

- Retain, recruit, and manage Donor Ministries team with appropriate balance of skills and experiences; establish work plans, performance objectives and goals, and regularly review performance; provide professional development and training opportunities to cultivate staff skills and professionalism.
- Lead, inspire, and coach the Donor Ministry team as well as staff and Board to foster a culture of philanthropy.
- Create and present fundraising reports for the Board and Executive Leaders

#### **QUALIFICATIONS:**

- Ten+ years' fundraising experience with a sizable, high-performing organization that includes endowment, annual fund, event elements; demonstrated success in securing major gifts will be an advantage as will experience identifying and stewarding long-term relationships with donors with evolving priorities.
- Demonstrated leadership skills, ability to manage and motivate staff, and ability to work effectively with members of senior leadership, including Board members.
- An exceptional communicator, both in writing and orally; a person who gets energy from connecting with individuals, aligning the case for support and creating opportunities for engagement.
- A good listener and strategist; comfortable receiving input from many sources, and able to analyze and formulate disparate information into a sound, well-organized plan; gravitas to challenge assumptions and stay focused on institutional priorities.
- Emotionally mature with a very good sense of humor and the flexibility and sensitivity to work with diverse personalities and situations.
- Knowledge of individual Christian donor landscapes and regional and national foundation opportunities strongly preferred.
- Knowledge and familiarity with using CRM systems, particularly Virtuous, highly preferred.
- Broad knowledge of all functional areas of fundraising (major, planned, and annual giving; corporate and foundation giving; communications/marketing; research; stewardship; development operations).
- Experience building and sustaining relationships with high-net-worth individuals and targeted foundations/corporations.
- Success supporting and managing organizational leadership in donor cultivation and solicitation.
- Ability to conceptualize and describe funding needs in a way that is compelling to prospects, donors, board members, and other stakeholders.
- Knowledge of communications and marketing with excellent communication skills.
- Proactive leader with an established track record of increasing philanthropic revenue from diverse constituencies.
- Progressive experience in successful development programs and knowledge of “best practices” in development.
- Exceptional strategic thinking and creative problem solving skills.
- Must be proficient with Google Sheets, Docs, Slides, Keynote and/or PowerPoint.

#### **WORK ENVIRONMENT:**

- This is an onsite office-based position at ADRN HQ, with the ability to work from home up to 1 day per week with manager permission.
- The physical demands of the job are those typical of an office environment.

- Employees may be asked to participate in field response efforts when the organization is supporting active disaster responses.

### **Organizational Expectations of Staff:**

- Handle all conflicts through biblical conflict resolution.
- Learn, understand and embrace ADRN culture, spiritual history, ADRN vision, and mission statements, and I AM Ready™ and Life-Sustaining Church™ programs.
- Seek God’s face, read His Word, and be led by the Holy Spirit.
- Communicate clearly with peers, co-workers, and team members.
- Set the tone on reliability, attendance, high-performance standards, and what it means to be an I AM Ready™ Christian, emotionally, spiritually, and physically to all volunteers.
- Spend minimally one planned, full day per month away from the office, seeking God’s face for direction, guidance, support, and relief for the role. Spend time in the word and prayer with God for spiritual instruction, growth, and rest.
- Attend all of ADRN’s emotional, spiritual, and physical training to understand the depth of what ADRN offers churches and volunteers.
- Fulfill a minimum of 40 hours per week, during regular office hours. Additional hours will be expected from time to time, including during active disaster response efforts.
- Attend Thursday morning All Staff Prayer and All Staff Meetings at HOPE Prayer Center, as well as fulfill other staff expectations. Follow organizational policy, and procedures and practice our culture of honor with one another
- Willingness to accept our Statement of Faith

**ETHICAL STANDARDS:** ADRN has a reputation for conducting its ministry and activities with integrity and in accordance with the highest ethical and Biblical standards. All employees of ADRN must be committed to the Lord Jesus Christ, in accordance with the Bible and with ADRN’s Statement of Faith. The authority for making the determination of these standards for ADRN shall be the Board of Directors working in consultation with the Executive Director, applying their interpretation of the standards set forth in the Bible.

**ADRN Mission Statement:** To glorify Christ by equipping, empowering, and mobilizing the Church of Greater Austin to shepherd those affected by disaster and meet their physical, emotional, and spiritual needs. Luke 10: 25-37, Ephesians 4:12-16

**ADRN Vision Statement:** To be an active, empowered, Life-Sustaining Church Network™, bringing hope into crisis through the transforming power of Jesus Christ to every life and community that we serve. Revelation 19:5-7

### **Work Authorization**

Employees must be authorized to work in the United States under Federal requirements.

### **Other Duties**

Note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice

Send cover letter and resume to: [HR@ADRNTX.ORG](mailto:HR@ADRNTX.ORG)