



## JOB DESCRIPTION

CHIEF DEVELOPMENT OFFICER  
HOMEFIRST SERVICES

SANTA CLARA, CA

### COOK SILVERMAN SEARCH

336 Bon Air Center, Suite 300  
Greenbrae, CA 94904

[www.cooksilverman.com](http://www.cooksilverman.com)



## ABOUT HOMEFIRST SERVICES

Established in 1980, with 40+ years of experience, HomeFirst Services (HFS) is the premier Silicon Valley provider of homelessness services. HFS believe that everyone has the potential to get housed and stay housed. HFS relentlessly focuses on eliminating barriers to housing and creating stability for everyone they serve.

HomeFirst Services serves more than 6,000 adults, veterans, families, and young adults each year at multiple locations from Gilroy to Menlo Park – all of Santa Clara County as well as southern San Mateo County.

For more information, please visit [www.homefirstsc.org/](http://www.homefirstsc.org/)

## POSITION OVERVIEW

The Chief Development Officer (CDO) is responsible for designing and facilitating the process that enables the CEO, fund development staff, board members and other fundraising volunteers to help raise money while providing an example by maintaining a portfolio of key major donors and major donor prospects. The CDO charts the organization's course in philanthropy, guiding staff and volunteers to institutionalize fund development within the organization, securing charitable contributions to support our mission and vision.

## REPORTING RELATIONSHIPS

The CDO reports directly to the Chief Executive Officer (CEO) and manages a talented staff of five direct reports and four additional indirect reports. The CDO will directly manage a Major Gifts Officer, a Mar/Com Director, an Events and Strategy Officer (who also does monthly gifts), a Development Associate, and a Volunteer Engagement Manager.

The CDO also works closely with the Board of Directors and staffs the development committee of the board. The position works closely with member of the senior staff and serves as part of the Executive Leadership Team.

## PRIMARY RESPONSIBILITIES

- Develop and implement a comprehensive development plan that aligns with the mission and vision of the organization and ensures financial strength and sustainability for the future, by working with the annual fund, major gifts, planned giving, events, corporate and foundation support and potentially other forms of earned revenue.
- Maintain a major gifts portfolio of 30-50 prospects annually.
- Work closely with the Board of Directors Development Committee to support board member relationships and liaisons with the organization.
- Work in partnership with the Chief Finance Officer to accurately account for and report gifts.
- Oversee annual fund solicitations, help draft letters and email campaigns accordingly.

- Serve as an organizational ambassador, nurturing community relationships and identifying individuals for board candidacy.
- Foster a culture of philanthropy throughout the organization and create a donor-centered organization that nurtures loyalty through a comprehensive relationship-building program including cultivation and communications.
- Appropriately represent the institution, its board, and CEO to donors, prospects, regulators, development committee(s), and fundraising volunteers.
- Help plan and implement a strategy for a marketed planned giving program.
- Work closely with CEO to create a culture of philanthropy in the organization.
- Work closely with corporations and foundations to assure sponsorship proposals and foundation proposals are submitted in a timely and efficient manner.
- Establish and maintain relationships with key stakeholders in corporations and foundations.
- Work with the Major Gifts Officer to assure moves management plan and strategy for donors and prospects.
- Ensure design and maintenance of donor and prospect records, gift management systems, and informational reports.
- Recruit, interview, hire, train, and nurture fundraising staff.
- Embrace and employ best practices.
- Other duties as assigned.

## QUALIFICATIONS

- Minimum of ten (10) years' experience in nonprofit fundraising, of which five (5) should be in senior management, including supervision
- 3-5 years marketing and communications experience, including strategic planning, channel marketing, and social media savvy
- Bachelor's degree and/or relevant experience in non-profit agencies, the private sector or a combination of both - master's degree or Certified Fundraising Executive (CFRE) preferred
- Strong initiative and leadership in developing new concepts and program plans
- Demonstrated budgeting and financial planning expertise with revenues over \$5 million
- Strong verbal and written skills including public speaking experience
- Understanding of, and concern for, the issue of homelessness
- Demonstrated ability to work independently, with limited supervision
- Able to work collaboratively with representatives of other agencies
- Ability to think strategically and work collaboratively as part of the executive team
- Detail oriented and well organized with exceptional follow through
- Ability to manage a team with a strength-based accountability approach
- Able to work with a diverse population, both inside and outside the agency
- Computer literacy, preferably with Microsoft Office and Raiser's Edge
- Commitment to and passion for the mission of HomeFirst Services

## SALARY OR SALARY RANGE

The salary range for this position is \$155,000 to \$175,000 plus full benefits.

To demonstrate our commitment to equity and equal pay for all, Cook Silverman Search will continue to post salary ranges on all of its job descriptions moving forward. The practice of not posting salaries perpetuates

the gender wage gap and discriminates against people of color by causing individuals to negotiate from a disadvantaged starting point.

#### TO APPLY

To apply for this position, or for additional information on the opportunity, please send a copy of your resume with a cover letter to Victoria Silverman at [apply@cooksilverman.com](mailto:apply@cooksilverman.com).

All applications and inquiries will receive a response and be kept strictly confidential.

HomeFirst Services is an Equal Opportunity Employer.