



**Position:** Chief Development Officer  
**Location:** Remote  
**Reports to:** CEO

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### ***About SBP***

SBP, a social impact organization focused on disaster resilience and recovery, solves the challenges facing SBP is a national disaster recovery and resilience organization that ensures under-resourced disaster survivors and communities of color access a predictable and equitable recovery. We accomplish this goal by:

**Preparing** individuals, communities, and organizations ahead of disasters to mitigate vulnerabilities

**Shaping** the disaster sector's systems, policies, and programs

**Building** resilient communities

By taking this holistic approach, SBP shrinks the time between disaster and recovery, securing a brighter future for those impacted by disasters.

### ***Position Summary***

Reporting to the CEO, the Chief Development Officer (CDO) serves as a key leadership team member and an active participant in making strategic decisions affecting SBP. This position is responsible for all fundraising and development activities. The successful candidate will help forge new relationships to build SBP's visibility, impact, and financial resources. The CDO will design and implement a comprehensive plan for developing key external alliances by cultivating individual and philanthropic support.

The CDO will have primary responsibility for establishing and implementing the infrastructure needed to grow a \$24m budget through the solicitation of major gifts, federal and state grants, special events, and corporate and foundation support. The CDO will have the following roles reporting to them: Director of Strategic Partnership, Director of Philanthropy, Development Manager, National Grants Manager

They will expand and diversify SBP's donor base/pipeline and work closely with other team members to secure funding for new initiatives. In addition, the CDO will work closely with the board of directors and support board members as they take on a more active fundraising role.

It is expected that the amount raised by SBP will increase in future years as the CDO systematically and effectively strengthens the organization's overall fundraising capacity.

### ***Responsibilities***

- Recruit and build the Development team commensurate with growth
- Support and partner with the CEO and board members on all major fundraising initiatives
- Collaborate with the CFO to develop and implement SBP's financial strategy

- Oversee and manage SBP's 3-year Capital Campaign; work with third party consultants as needed
- Actively work with the senior staff to develop and implement a comprehensive development strategy to include corporate, foundation, government grants, etc.
- Have primary responsibility for development and execution of all proposals; write and archive all proposals with a long-term relationship-management approach
- Oversee research funding sources and trends, with foresight, to help position SBP ahead of major funding changes or trends
- Monitor all donor information; provide and present statistical analysis to board and senior leaders
- Develop and implement a stewardship program aimed at cultivating deeper ties with donors
- Monitor and report regularly on the progress of the development program
- Identify, develop, and mentor the development team

### ***Requirements***

- 10-plus years of professional experience in a nonprofit organization; demonstrated success in a development function (managing and forging relationships with multiple donor sources)
- Bachelor's degree required, Master's preferred
- Must have clear experience with tools, platforms, and systems to support fundraising activities across constituencies and platforms
- Tangible experience of having expanded and cultivated existing donor relationships over time
- Excellent communication skills, both written and oral; ability to influence and engage a wide range of donors and build long-term relationships
- Strong organizational skills
- Flexible and adaptable style; a leader who can positively impact both strategic and tactical fundraising initiatives
- Salesforce proficiency required
- Experience using and leveraging direct marketing, social media, crowdfunding and other fundraising platforms
- Familiarity with donor advised fund, Charitable trust and planned giving vehicles a plus
- Ability to construct, articulate, and implement annual strategic development plan
- Strong organizational and time management skills with exceptional attention to detail
- Excellent verbal and written communication skills
- A professional and resourceful style; the ability to work independently and as a team player, to take initiative, and to manage multiple tasks and projects at a time
- Able to satisfactorily pass a Criminal History Check to include sex offender registry, State Police, and FBI
- Must be fully vaccinated against COVID-19 to CDC guidelines and able to provide vaccination documentation

### ***Performance Expectations***

- Able to juggle multiple, competing priorities in a fast-paced environment
- Exceptionally self-motivated and curious
- High level of personal accountability
- Align work performance with SBP's core values
- Top-notch written communication and interpersonal skills
- Detail-oriented with strong troubleshooting, analytical and problem-solving abilities
- Superior work ethic and high energy level

- Desire and ability to work, grow and learn in a startup environment
- Plan and meet deadlines
- Maintain a flexible work schedule to meet the demands of executive management
- Convey a professional and positive image and attitude regarding the organization and the not-for-profit sector
- Demonstrate commitment to continued professional growth and development
- Ability to understand and engage diverse audiences and new target markets

*SBP is building a diverse and experienced staff. The organization encourages multiple perspectives and experiences, supports a multicultural environment, and strives to hire and retain a diverse workforce that reflects the populations we work with and the communities where we work. Our hiring and business practices appreciate the strengths offered through different backgrounds.*

*SBP is an equal opportunity, affirmative action employer and is committed to providing access, equal opportunity and reasonable accommodation for individuals with disabilities in employment, its services, programs, and activities. All qualified applicants will receive consideration for employment without regard to age, race, color, religion, gender, creed, national origin, physical or mental disability, marital status, veteran status, disabled veteran status, or status as a member of any other protected group or activity.*

*It is the policy of SBP not to discriminate against any individual, person, or group on the basis of disability and the intent of SBP to address any complaints that may arise pursuant to Section 504.*