



Columbus School for Girls

Chief Development Officer

Columbus School for Girls (CSG) is an independent day school in Columbus, Ohio, founded in 1898, serving diverse students in grades pre-k through grade 12. CSG empowers girls to discover their distinct potential as learners and leaders. As a leader in the education of girls and young women, it is a vibrant community of more than 565 students, 135 faculty and staff, and 2,500 active alumnae.

Columbus School for Girls seeks to hire an energetic and creative full-time **Chief Development Officer**. This is a rare career opportunity for an experienced leader to build and run a development department that is responsible for raising philanthropic support for the school. The Chief Development Officer (CDO) reports to the Head of School and will maximize the organization's fundraising performance to achieve its development goals, one of which is to grow the endowment. Adaptable and flexible, the CDO will thrive in a rapidly evolving environment, and will focus on growth, constituent engagement, and performance from multiple fundraising streams. The person in this position is responsible for a multi-faceted development program that will advance the mission of the school. Identifying support from individuals, corporations, and foundations, the successful CDO will build support through the following methods:

- Endowment growth
- Planned giving
- Major giving
- Annual giving
- Volunteer management including trustee, alumnae, and parent relations
- Capital Campaigns
- Grants

The Chief Development Officer represents CSG internally and externally, exercises independent judgement and discretion, and partners with and advises the Head of School on issues related to fundraising and development. The CDO is an entrepreneurial leader willing to pursue new and innovative strategies to reach fundraising and development goals while partnering with Admissions, Marketing/Communications, and the Administrative team at CSG. The CDO role includes engaging peers and other key stakeholders to develop a fundraising vision and strategy that is outcome-focused and that produces results. In conjunction with the Head of School, this position acts as a representative and ambassador to raise resources, promote positive relationships, and develop strong resource partnerships for the benefit of the school.

The ideal candidate will wear many hats and embrace a hands-on approach to achieving CSG's development goals. With previous experience managing a small but mighty development team, this successful candidate will apply best practices to develop and deepen relationships with the school while successfully setting and reaching fundraising goals.



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Major Functions and Responsibilities:

- Advise the Head of School, Board of Trustees, and staff on revenue generation and donor relations efforts
- Cultivate and maintain long-term, strong, and collaborative relationships with key stakeholders and organizations to achieve mutual goals
- Provide leadership in development of all fundraising initiatives for CSG
- Develop robust programs to increase restricted and unrestricted giving
- Raise funds to grow endowment
- Develop and implement comprehensive strategies to secure sustainable fundraising through all CSG constituencies
- Develop annual revenue targets that demonstrate year-over-year growth in all areas of fundraising, including the endowment
- Manage development budgets
- Oversee and continue to refine the evaluation and reporting system for fundraising so that leadership and the Head of School have timely information and key metrics to measure progress
- Accurately forecast expected revenue from all fundraising activities
- Actively seek out and develop new opportunities for investment, revenue generation and strategic partnerships
- Achieve stated revenue targets, as determined in collaboration with the Head of School, Chief Financial Officer, and development team during the budget process
- Identify, develop, and maintain long-term relationships with major donors, foundations, and corporate contributors
- Manage Head of School's portfolio and solicitations of cornerstone donors
- Attract, hire, develop, coach, and retain high-performance team members, empowering them to elevate their level of responsibility, span of control, and performance
- Set development staff goals, monitor work, and evaluate results to ensure that the development department meets organizational objectives and operating requirements and that the department's functioning and performance is in line with the needs and mission of CSG
- Manage fundraising staff to develop systems to ensure consistent, high-quality project management
- Manage operations in department to ensure effective data management controls and protocols
- Other duties as assigned

Experience, Characteristics, Qualities:

- A positive attitude and enthusiasm for the CSG mission
- An entrepreneurial spirit, curiosity, and a commitment to constant improvement
- Ability to handle multiple projects at one time with grace and good humor
- A willingness to demonstrate and embrace cultural competence



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- Ability to work independently as well as part of a team
- An inquisitive nature with an emphasis on ongoing personal and professional development
- Proven fundraiser with 10+ years of experience in securing major gifts from individuals, foundations and corporations
- Bachelor's Degree or higher required, advanced degree in philanthropy, fundraising or nonprofit leadership preferred
- 10+ years of development and operations management experience, including direct supervision of fundraising/development staff
- Experience and demonstrated success in:
 - Growing endowments,
 - Running capital campaigns,
 - Expanding planned giving,
 - Oversight of major giving, annual giving and donor relations
- Demonstrated record of reaching and exceeding fundraising goals
- Demonstrated interpersonal and presentation skills
- Demonstrated history of successful accomplishments with volunteer and donor committees
- Knowledge and familiarity with data and database management
- Computer competence with Microsoft Office and Google Suites, Adobe, InDesign and databases; Senior Systems a plus
- Knowledge or connection to CSG preferred

CSG offers a competitive salary, benefits, and professional opportunities and welcomes candidates who add to the racial, cultural, religious, and gender diversity of the school community.

Interested candidates should submit a cover letter outlining their interest in and qualifications for this specific position and a resume in a single Word document to: Diane Mosher, Hiring Coordinator, Columbus School for Girls, 65 S. Drexel Ave., Columbus, Ohio 43209; fax: (614) 252-0571; or email hr@columbusschoolforgirls.org.

Please put **Chief Development Officer** in the subject line.

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