

POSITION TITLE: Chief Development Officer

SALARY RANGE: \$240,000-\$260,000

ABOUT PACIFIC CLINICS

Pacific Clinics is the largest mental-behavioral health provider in California providing services for all ages across California, in 6 regions/divisions, over 35 counties, 60 locations, and assisting well over 34,000 children, youth, adults, and their families annually. With over 2,100 employees, Pacific Clinics generates more than \$225M (circa 2022) annual revenue.

POSITION SUMMARY

Reporting to the President/ Chief Executive Officer, the Chief Development Officer (CDO) oversees the achievement of Pacific Clinics' strategic and operational fundraising goals. This position is the chief fundraiser for the organization and must have a track record of securing major gifts (\$1MM+). Effectively manages the Fund Development Department functions, which include designing and executing a comprehensive strategic plan, along with building the needed infrastructure to identify, cultivate, and solicit individual donors, and ensuring their ongoing stewardship; and developing and managing a portfolio of corporate and institutional funders in coordination with the Executive Leadership Team (ELT) and clinical operations leadership.

POSITION RESPONSIBILITIES:

Strategy Development

- Serves on the Agency's Executive Strategic Leadership Team (ESLT).
- Develop and manage the implementation of Pacific Clinics' comprehensive annual Development Plan, in conjunction with the President and Chief Executive Officer (CEO), the Chief Financial Officer (CFO), and the Board of Directors.
- Plan, lead, and direct the agency's overall development efforts to achieve annual fundraising goals in keeping with the organization's vision, mission, values, and strategic plan.
- Develop the agency's institutional giving portfolio, including creating and implementing an overall strategy to acquire a diversified base of funding from foundations, corporations, and government funding sources.

Donor Identification, Cultivation, and Acquisition:

- Oversee a portfolio of major donors, collaborating with the CEO, Fund Development staff, Board of Directors, and volunteer leaders as needed.
- Work with leadership teams, corporate/foundation giving, and fund development teams to develop annual regional fundraising plans.
- Oversee the Annual Fund Programs and Major Gifts Programs to meet specific revenue and contribution goals. In addition to developing a planned gifts and direct/indirect mail program.
- Supervise individual donor initiatives (via mail, email, video, telephone and in-person), including developing a comprehensive prospect list, crafting tailored strategies, coordinating implementation activities, managing donor profiles, ensuring timely delivery, and monitoring outcomes.
- Develop innovative ways to enhance donor engagement through volunteerism, including launching and maintaining volunteer boards and corporate volunteer engagement.

- Solicit contributions on behalf of the organization, individually, and in cooperation with and with the support of the Executive Leadership Team.
- Assure the design and implementation of cultivation, acknowledgment, and recognition programs utilizing an effective moves management system.
- Oversee annual employee giving and campaigns, convenings, and fundraising events.
- Plan and Implement the Planned Giving Program.
- Oversee the Foundation and Corporate Programs, including donor recruitment, cultivation, engagement, thought leadership; research, proposal, report writing, and stewardship/sustainability.
- Identify and report on revenue- and non-revenue-based key performance indicators for donor cultivation efforts.
- Research donor acquisition models and provide recommendations to the President/ CEO.
- Identify and leverage resources – including volunteers and employees to identify linkages to, and interests of, major gift prospects, and submit regular donor development-related content to Public Relations for all forms of media including newsletter, annual report, and social media.

Board and Development Committees

- Support and promote the work of the Board as it relates to fundraising and cultivating outstanding volunteer leaders and future potential Board Members.
- Works with CEO/President, and board committees related to special fundraising events, including galas, resource drives, etc.
- Ensure the coordination and management of the Board Governance Committee and the Board Development Committees. Develop and implement a plan for new board committee representation the Central, Capitol, and Inland Empire regions.
- Oversee management of volunteer relationships, and management agency auxiliary organizations that run thrift stores.

Department Management

- Manage and lead the Development Department's team of professionals and volunteers, fostering a positive work environment that motivates employees and volunteers to achieve their full potential. Oversee the recruitment, training, and evaluation of staff and volunteers.
- Manage the Development Department's finances, including processing and tracking revenue and expenditure actuals against the budget, and ensuring the proficient and uniform use of the agency's donor development software. Oversee consultant and vendor contracts.
- Ensure the timely submission of all performance appraisals, new hire and termination paperwork, and other employee status changes within the division. Keep HR informed of employee leaves of absence, work-related injuries, and employee incidents.

FY 24 Goals and Objectives:

- Raise \$6.4M in FY24 as outlined in the Fund Development Plan
- Partner with regional leadership, board of directors, and regional fundraising committees to implement a plan for each fiscal year.
- Add at least three qualified members to each regional fundraising committee (Board of Governors and the Community Leadership Board).
- Actively participate and support the Hollygrove Haven Project team in its development project, leading the fundraising aspects of the multi-year capital campaign,

- Support COO and his team to expand housing services statewide to seek appropriate individual/institutional gifts, including corporate and foundation grants. Continues the expansion of SBIT by increasing Statewide contracts value with fundraising support.
- Support SVP Justice Equity Diversity and Inclusion to coordinate the next phase of Race Equity and Justice Recommendations with a particular focus on fundraising to effect implementation of the recommendations.

CANDIDATE QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodation may be provided to enable individuals with disabilities to perform essential job functions.

- Initiates and maintains professional interactions and communications with Pacific Clinics employees and/or others.
- Performs supervisor responsibilities following the Clinics' policies, procedures, and practices. Works as part of a multidisciplinary team and interacts with all levels of organizational management and outside vendors.
- Models professionalism by maintaining effective working relationships, following all policies and procedures, and approaching challenges with a proactive and positive attitude.
- Maintains the confidentiality of all business documents and correspondence.
- Identifies opportunities to cultivate leadership among all staff, including developing and enhancing mentoring and communications systems to coordinate the promotion of shared learning and best practices among managers.
- Minimum of 15 years of progressive experience in leadership and fundraising including individual/institutional giving with a proven track record meeting and exceeding goals.
- Bachelor's degree from an accredited institution of higher education.
- Minimum of ten years' supervisory experience, including managing and mentoring development employees.
- Current Certification as a Certified Fund-Raising Executive (CFRE) preferred.
- Experience in community-based mental health, health, and/or social services preferred.
- Demonstrated success in establishing individual donor programs and closing substantial major gifts because of implemented strategies.
- Substantial experience working with a Board of Directors in development functions.
- Substantial knowledge and experience with California's Bay Area, Central, Capitol, Inland Empire, and Los Angeles-based donors, foundations, and funders.
- Strong computer skills with knowledge of Microsoft Office (Word and Excel primarily).
- Experience with database software like Blackbaud's Raisers Edge or a similar system.
- Works a flexible schedule which may include weekends, evenings, and holidays, to support specific fundraising activities.
- Up to 25% travel a month.
- Must possess a valid California driver's license and maintain an insurable driving record under Pacific Clinics' liability policy.
- Performs other responsibilities, as assigned, to support specific department/business needs.

Please send resume and cover letter to: PacificClinics@netzelgrigsby.com