



Chief Development Officer 2025 Job Description

Scope and Position Responsibilities

This position will be responsible for raising operational funds and growth capital for a growing multi-million dollar nonprofit through major gifts, grants, and corporate sponsorships. In addition, this individual will manage a fundraising team to meet annual revenue goals and will provide executive-level leadership, specializing in strategic growth planning and long-term organizational financial security.

Department: Development

Supervisor: CrossPurpose President

Direct Reports: Up to 6

Major Areas of Responsibility

- Responsible for raising 30-50% of the annual organizational operating budget through personal fundraising, a major gifts team, grants, corporate sponsorships, and communications.
- Identify and address development issues that affect the well-being and efficacy of the organization.
- Manage and grow a fundraising team to achieve fundraising goals and produce efficient and effective outcomes for scale.
- Promote and secure long-term financial security for the organization through multi-year requests and the creation and implementation of a planned giving strategy.
- Actively pursue new funding opportunities for the organization
- Retain and increase giving from existing donors
- Manage our grant writing programs and services, and any accompanying fundraising service providers
- Assist the Chief Executive Officer in the strategic planning and execution of the Endowment
- Forecast revenue trends and problem-solve early to maintain a healthy cash flow
- Collaborate with other members of the Executive Team to ensure organizational direction and cohesion
- Establish performance measures, monitor results, and evaluate the effectiveness of the fund development program.
- Other duties as assigned



CROSSPURPOSE

Qualifications

- Bachelor degree required
- Master's degree in Organizational Leadership/Business or related field preferred.
- At least 10 or more years of nonprofit fundraising with major gift experience is required
- Strong experience in departmental leadership is required
- Strong experience in executive leadership is highly preferred
- Experience utilizing SalesForce and DonorSearch software to optimize donor cultivation and relations
- Strong relational connections within Denver's philanthropic community are highly preferred
- Strong verbal communication skills with a focus on fundraising and personal donor relations
- Organized, must be excellent with follow-up and follow-through with individuals and initiatives
- Ability to work and lead well in a team environment
- Ability to problem-solve, multi-task, and lead an outcomes-oriented team
- Ability to become proficient quickly in Google G Suite and other software
- Deep passion for the CrossPurpose mission and values.
- Passionate leader in the Christian faith
- Experience working in low-income communities preferred
- Deep commitment to addressing issues of social injustice
- Broad connections among communities of color preferred

Employees must provide a working laptop (PC preferred) and smartphone.

Hours, Compensation, and Benefits

Hours: *40 hours/week: Monday through Friday, 8:00 am to 5:00 pm, occasional other hours as scheduled.*

2025 Base Salary: \$150,000 - \$180,000 Annually (Executive III)

Vacation: 25 days per year, plus the office is closed Christmas Day - New Year's Day, and staff have limited duties

Sick Days: 6 days per year

Insurance Benefits: Health, dental, vision, workers compensation, unemployment, short-term disability, long-term disability

These and other benefits are discussed in more detail in our Employee Handbook.