



CROSSPURPOSE

Chief Development Officer 2025 Job Description

Scope and Position Responsibilities

The Chief Development Officer (CDO) will lead the growth and success of this multi-million-dollar nonprofit organization's fundraising efforts through major gifts, grants, and corporate sponsorships. This leader will inspire and manage a high-performing development team through servant leadership and strategic focus on lead and lag measures, ensuring the organization's long-term financial sustainability and growth.

Department: Development

Supervisor: President, CrossPurpose

Direct Reports: Up to 6

Major Areas of Responsibility

Leadership and Management

- Oversee and develop the fundraising team through servant leadership, focusing on measurable outcomes to drive success.
- Keep the President and CEO informed and engaged with key donors and prospective donors.
- Model the mission of CrossPurpose, demonstrating passion and commitment in personal and professional life.

Major Donor Engagement

- Conduct 12+ major donor visits each month.
- Develop and execute strategic engagement plans for key current and prospective donors, focusing on \$250K+ asks
- Actively grow and retain a portfolio of major donors to increase annual and multi-year giving.

Fundraising Growth

- Scale the fundraising operation from \$12M to \$50M annually, including building a significant strategic endowment fund over the next ten years
- Secure 50% of the annual operating budget through philanthropy - personal fundraising efforts, grants, major gifts, and corporate sponsorships.



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- Actively pursue new funding opportunities to increase revenue streams.

Strategic Planning and Execution

- Create and implement a planned giving strategy to ensure long-term financial security.
- Assist the President and CEO in strategic planning and execution of the Endowment.
- Regularly forecast revenue trends, identifying and solving challenges to maintain healthy cash flow.

Collaboration and Performance Monitoring

- Collaborate with the Executive Team to align organizational direction and maintain cohesion.
- Establish performance measures, monitor results, and evaluate the effectiveness of fundraising programs.

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
- Personally have extensive experience in acquiring six and seven-figure gifts
- Strong experience in departmental leadership is required
- Strong experience in executive leadership is highly preferred
- Experience utilizing SalesForce and leading philanthropic software solutions to optimize donor cultivation and relations
- Strong relational connections within Denver's philanthropic community or a national 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 is preferred
- Deep commitment to addressing issues of justice
- Broad connections among communities of color are preferred

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

Hours, Compensation, and Benefits



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Hours: 40+ hours/week: Monday through Friday, 8:00 am to 5:00 pm, and other hours as scheduled for events and donor meetings.

2025 Base Salary: \$170,000 - \$204,000 Annually (Executive IV)

Performance Bonus:

- 10% of salary if 110% of the annual goal is achieved.
- 20% of salary if 125% of the annual goal is achieved.
- 30% of salary if 150%+ of the annual goal is achieved.

Activity Bonus: Up to \$5,000 per quarter for achieving lead measures:

- 12+ donor meetings per month.
- 4+ giving invitations per month.
- Maintaining strategic engagement plans and presenting them quarterly to the CEO.

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.