**Position Title: Chief Development Officer**

**Organizational overview**

Workshops for Warriors (WFW) is a 501 (c)(3) nonprofit school located in San Diego, California, that provides quality hands-on training, accredited STEM educational programs, and opportunities to earn third-party nationally recognized credentials to enable veterans, transitioning service members, and other students to be successfully trained and placed in their chosen advanced manufacturing career field.

Workshops for Warriors addresses two societal needs: the employment needs among veterans transitioning from service and the limited pipeline of skilled workers for the declining manufacturing industry. For a service member, reintegrating into civilian life can be a challenging transition that can include significant barriers to securing and maintaining civilian employment. To address this, veterans need opportunities for education and training that help them develop the skills needed to secure middle income employment that can help remediate the challenges they have experienced through long term poverty and/or homelessness. WFW graduates are able to obtain middle income positions in the manufacturing industry securing livable salaries ranging from $35,000-$70,000 per year.

Since 2011, WFW has 572 graduates who have amassed well over 3,500 nationally recognized credentials and have a 94% job placement success rate within three months of graduation. WFW’s biggest challenge: there are 2,500 open manufacturing positions for every one WFW graduate, WFW maintains a waitlist of hundreds with capacity to only train 160 per year.

Philanthropic investments will be used to grow organizational infrastructure and physical capacity and expand the school across the nation.

**Job summary**

In consultation with CEO, the **Chief Development Officer**provides strategic leadership and oversight to the Fund Development functions to meet organizational needs as Workshops for Warriors continues to grow.  Responsibilities include, but are not limited to: plan, coordinate and implement strategies to develop donors and contributions; develop and maintain appropriate systems for fund development including but not limited to donor management, research and cultivation, gift processing and recognition; maintain accountability and compliance standards for donors and funding sources; and participate as a member of the senior leadership team to formulate and implement policies and plans to meet the organization’s short and long term goals. The Chief Development Officer reports to the CEO and is a member of the Senior Leadership Team.

A significant amount of time (approx. 40%) will be spent traveling within California and throughout the continental U.S. to meet with donors and funders.

This is a full-time, exempt position. Workshops for Warriors provides a generous benefits package and pays 50% of the employee’s medical plan, 100% of the dental, vision, life insurance and EAP premiums; provides 10 days Paid Time Off, 7 paid Holidays, and a 401(k) plan with an employer match of up to 1%.

**To Apply:** please email your cover letter and resume to roxanne@wfw.org with “CDO” in the subject line. Your cover letter should summarize how the position and organization meets your qualifications and interest.

**Responsibilities**

* Lead, manage, and direct the funding/revenue base for the organization, generating a comprehensive strategy that identifies prospects, donors, business, and community partners to enhance the short- and long-term diversified funding base.
* Manage and lead the Development Team, which will include hiring, training, mentoring, holding the team accountable to their goals with actual data. Provide guidance and management to the team, overseeing the system of metrics and measures for successful performance.
* In consultation with the CEO, create a future Fundraising Plan that details strategy, funding sources, tactics, targets, timelines, direct and indirect costs, and projected income.
* Identify, recruit, cultivate, nurture and solicit financial support from new individuals, foundations, and corporations, and maintain ongoing relationships with these new donors.
* Retain and upgrade gifts from existing donors.
* Secure sponsorships, corporate sponsors, and solicit attendees for all events.
* Educate and motivate the Board of Directors and other volunteer leaders to be active in identifying, cultivating, and soliciting prospective donors.
* Provide the Board, volunteer leaders, and CEO with adequate support and tools to engage in fundraising. Partner with the Board of Directors and CEO on large asks, as appropriate.
* Oversee all fundraising campaigns (Annual Campaign, Back to School).
* Oversee grant and foundation funds; develop new prospects/lists; steward and cultivate all grantors.
* Oversee the Donor Recognition Program and manage donor benefits, donor recognition, and stewardship.

**Qualifications**

* The candidate will have a solid history of fundraising or sales and will have an extensive network he or she can leverage to get off to a fast start in this position.
* A Bachelor's Degree in Business Administration, Marketing, Public Relations, or related field.
* Preferred - a Master’s Degree or CFRE.
* A minimum of seven years of professional fundraising or sales experience and at least five years of management experience.
* History of closing five, six and seven-figure gifts.
* Experience working in a data-driven and process-driven organization.
* Proven ability to maintain confidentiality and use good judgment, discretion, and sensitivity.
* Demonstrated knowledge of donor databases and gift recording used for fundraising programs.
* The ability to evaluate, qualify, and move prospects through the identification, cultivation, solicitation, and recognition cycle.
* Experience interacting with high-net worth individuals and the ability to maintain a high level of confidentiality.
* Highly relational.
* Excellent communication both verbal and written.
* Ability to effectively communicate the cause with urgency.
* Ability to travel frequently, outside of normal work hours, to meet donors and attend functions.
* Prefer candidate with knowledge of and interest in veterans and/or manufacturing workforce.
* Personal commitment to Workshops for Warriors’ mission.