POSITION DESCRIPTION

TITLE: Chief Revenue Officer
REPORTS TO: Chief Executive Officer
PROFILE: Executive Professional
FLSA STATUS: Exempt

POSITION SUMMARY:

The Chief Revenue Officer is accountable for the overall success of revenue, fundraising and development to raise $20 million of annual revenue in the BGCNEO newly merged organization that consists of nearly 400 employees and 1,200 volunteers in support of 8,600 kids across four regions in Northeast Ohio. This senior executive works with the chief executive officer, executive team, regional advisory boards and board of directors to plan and execute resource development strategies and measure performance against goals. This leader will be highly collaborative with the ability to lead large groups through change.

ESSENTIAL JOB RESPONSIBILITIES:

- Leadership
  - Lead team of regional development directors, senior development professionals, grant writers, gaming directors, marketing, communications and development operations
  - Provide leadership and partnership to the chief executive officer, executive team, regional boards of advisors and board of directors in the effective operation of all development activities required to fund Club operations and deliver programs within the community
  - Build a change management plan to combine the development strategies and operations across four regions
  - Build and track a robust development performance management plan for team, consultants, and contractors

- Revenue generation
  - Accountable for leading the development team and overall organization to $20mm annual revenue goal with a five-year plan to reach beyond $25mm annual revenue
  - Take lead role on fundraising efforts assigned by the chief executive officer, such as endowments, major gifts and capital campaigns
  - Lead cultivation and stewardship plan to engage new donors, enhance donor retention and expand giving
• Marketing, communications and events
  o Lead and manage senior team of marketing, communications and PR professionals focused on building the BGCNEO brand across media types and marketing assets
  o Lead and manage team responsible for planning and logistics for special events, including obtaining sponsorships and solicitation of gifts and prepare related printed materials and publications
  o Lead and manage team accountable to design and implement CRM, donor database, direct mail programs and other development and marketing systems

• Community Engagement
  o Identify, recruit and retain board members to drive solicitation and other development activities in each region
  o Design and lead four regional development directors accountable for managing each regional advisory board
  o Drive governing board committees responsible for planning and implementing development activities
  o Develop strategic alliances with community leaders and public officials
  o Develop collaborative partnerships with other youth service organizations, members, parents, families, funders, and community organizations
  o Increase visibility of Club development activities and maintain good public relations

• Development operations
  o Lead and manage development operations team to effectively research and analyze agency, corporate, individual and foundation donor base and recommended solicitation strategies
  o Ensure the evaluation of development activities and identify opportunities to improve results
  o Build a robust pipeline management capability inclusive of CRM tool, processes, governance and performance measurement

• Revenue forecasting
  o Accountable for developing and maintaining annual revenue forecast
  o In collaboration with the chief executive officer, executive team and board of directors, develop and implement an annual resource development plan that includes long-term objectives for the resource development department and measurable revenue targets
  o Participate in the development, implementation, and monitoring of the Club’s annual budget as related to development activities, controlling development expenditures within budget and maintaining donor and financial records in accordance with nationally accepted standards

• Other
  o Lead and manage team of senior grant writers and gaming directors

**EXPERTISE & SKILLS REQUIRED:**

Leadership
10-15 years of leading teams and organizations through change
- High emotional intelligence and highly collaborative
- Expertise in change management principles and frameworks
- Proven ability to generate long-term strategic plans in collaboration with executives and board members
- A true change champion

Management
- 10-15 years’ experience managing large non-profit revenue and development organizations spanning multiple regions and geographies
- Demonstrated experience managing a high performing team, including professional development and mentorship
- Ability and experience building performance management expectations and plans for teams and individuals
- Ability to delegate critical tasks to teammates inside and across the organization

Expertise
- 15 years’ experience development experience in the non-profit space, preferably in Northeast Ohio
- Demonstrated experience raising $20mm in annual revenue
- Experience with the Boys & Girls Club organization is desired
- Demonstrated ability to establish and maintain effective working relationships with team, board members, volunteers, community groups and other related agencies
- Bachelor’s degree from an accredited college or university required
- MBA preferred
- Deep expertise of fundraising techniques, pipeline management and source of funding for non-profit agencies and organizations
- Strong project management, administrative, and organizational skills
- Strong communication skills both oral and written
- Strong experience with social media and other marketing channels

WORK ENVIRONMENT:
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.

PHYSICAL DEMANDS:
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include Close vision, Distance vision, Peripheral vision, Depth perception and Ability to adjust focus. While performing the duties of this Job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms and talk or hear.

**DISCLAIMER:**

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, nor is it to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job.

Signed by:__________________________________________

Incumbent _______________________ Date ______________________