CHIEF DEVELOPMENT OFFICER

WiNGS, or Women In Need of Generous Support, is a non-profit agency that supports women in realizing their fullest potential and a path to a better life. WiNGS programs help women become strong mothers, advocates for their own health, successful in the workplace, financially secure and powers their dreams of entrepreneurship. The organization, formerly known as the YWCA of Metropolitan Dallas, served nearly 2,000 individuals in Dallas County last year. WiNGS is headquartered at the WiNGS Center at Ebby’s Place, named after the late Ebby Halliday Acers, whose life exemplified extraordinary integrity with a focus on empowering women.

If you want to make a lasting impact in the lives of women and children in Dallas County, work with a team of passionate professionals in an evolving organization - WiNGS is a place for you.

JOB DESCRIPTION SUMMARY: The Chief Development Officer is primarily responsible for establishing and implementing the infrastructure needed to grow a $3.5M budget through the solicitation of major gifts, special events, corporate and foundation support. A qualified candidate will manage all aspects of the agency’s fund-raising plans, including major gifts, annual giving, corporate/foundation relations, sponsorships and special events. The Chief Development Officer shares responsibility with the CEO for stewarding key philanthropic relationships.

In addition, this position ensures the effective design, development and implementation of a communications and public relations program to build awareness of WiNGS and grow the WiNGS brand. The CDO is a member of the executive team and works closely with colleagues on the program teams and board members on the Development Committee to achieve the annual fund-raising goals of the organization.

This position reports directly to the CEO, while overseeing a team of 2 fund raising and communications professionals; helping to develop a culture of inclusion and diversity.

PRIMARY RESPONSIBILITIES:

Create and lead development strategy

- Craft comprehensive fund-raising strategy to enable sustainable growth
- Lead the development team in building a more diversified donor base, including; foundations, individuals and corporate giving
- Grow unrestricted giving to $1M+ level
- Research funding sources and trends, with foresight, to help position WiNGS ahead of major funding changes or trends
- Recruit and train volunteer leadership to assist with implementation of fundraising strategy

Expand major gifts program

- Proactively develop and drive the strategic process for identification, cultivation, solicitation, and recognition of major donors ($10,000 and above)
- Manage personal portfolio of at least 30 major donors/prospects as well as assists CEO with personal portfolio management
- Builds volunteer team to assist in major gift solicitations
Develop annual fund raising campaigns and events
- Primary responsibility for the writing, development and execution of all proposals; archive all proposals with a long-term relationship-management approach
- Ensures planning, development and implementation of the annual campaign
- Oversees and provides direction as needed on special events; securing major corporate and individual sponsorships

Build WiNGS Brand
- Working alongside CEO, develops and implements an integrated communication plan that ensures consistency of messages to achieve major impact for resource development, social media and program promotion
- Raises awareness of the organization and its primary goals through outreach efforts, regular events in the community, publications, and media relations
- Serves as point person for media relations, working closely with CEO and outside public relations team
- The CDO is a spokesperson and represents WiNGS in the philanthropic community

Active member of senior leadership team
- Serves on senior leadership team, providing input on organization’s strategic direction
- Develops and manages department budget
- Works closely with controller to provide appropriate information for reporting
- Serves as liaison to Board’s Development Committee, supporting committee chair

Lead the development and communication team
- Trains, coaches and mentors development and communication team
- Provides leadership to ensure that individual and team areas of strength are effectively utilized
- Directs and appraises the performance of personnel

Oversee Financial Development Systems
- Oversees gift entry process ensuring that gifts are appropriately recorded and acknowledged
- Provides fund raising progress reports to CEO, fund raising volunteers, and Board on a regular basis
- Oversees the maintenance and expansion of the fund-raising database, Salesforce

KNOWLEDGE & EXPERIENCE
- High energy and passion for the mission of WiNGS is essential
- Minimum 7 years of fund raising experience required
- Demonstrated experience in securing gifts of $100,000 or more
- Ability to use interpersonal skills to build strong relationships with potential funders, board members as well as internal and external relations
- Able to contribute at a strategic level and work collaboratively as part of a team
- Bachelor’s degree required, Masters or CFRE preferred

ESSENTIAL SKILLS
- Demonstrated public speaking, presentation and written communication skills.
- Exceptional written and verbal communication skills
- Strong organizational and time management skills
- Ability to multi-task, set priorities meets deadlines and maintain positive attitude at times of increased workload
- Strong database experience is required – Salesforce a plus
- Strong knowledge of Microsoft Office Suites

We offer competitive compensation and comprehensive benefits, including medical, dental, vision, and life insurance, short- and long-term disability plans and retirement, as well as an environment where your professional growth and advancement are cultivated. WiNGS is an Equal Opportunity Employer.

HOW TO APPLY:
For immediate consideration, qualified candidates should submit a resume or application to jobs@wingsdallas.org or fax to 214.584.2304. Job applications can be found on our website at https://wingsdallas.org/about-us/jobs/.