

New Orleans City Park Job Vacancy Notice: Chief Development Officer



New Orleans City Park is seeking a Chief Development Officer (CDO) to provide leadership for City Park's efforts to obtain financial and in-kind support to sustain its vision, goals, and operations, including but not limited to: annual giving, planned giving, capital support, operational support, endowment, and restricted giving to specified projects; this support is to be obtained through the planned solicitation and application to individuals, corporations, foundations, and appropriate public resources (City, State, and Federal). The CDO is a member of the CEO's leadership team and works with senior management to implement policies and plans to meet the Park's short and long-term objectives.

New Orleans City Park is distinguished by its large menu of sports and recreational activities, attractions for children, and its natural beauty. City Park is a 90/10 Park. Self-generated revenue makes up 90% of the \$19.5 million annual operating budget; City Park receives no general fund operating dollars from the city or the state. The Park receives approximately \$2 million each year from the state for capital projects. City Park has a special place in the hearts of generations of New Orleanians and is a must visit for visitors to the city. The 1,300 acres of parkland provide enjoyment for people no matter their age. City Park is home to the world's largest collection of mature Live Oak trees in the world.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Oversees and conducts the fundraising activities of City Park, including annual giving, planned giving, capital support, operational support, endowment, and restricted giving to specified projects.
- Build a culture of philanthropy that leads to increased revenues and broad community support for City Park.
- Creates plans, develops strategies, and implements activities in support of capital campaigns related to specified capital projects in the Park.
- Manages the staff of the Development Department in accordance with the policies and procedures established by City Park and applicable laws.
- Develops and manages the budget of the Development department in coordination with the CFO and CEO.
- Fundraising activities to include direct contact, cultivation and solicitation of gifts with a selected portfolio of donor prospects, including individuals, corporations, foundations, and with appropriate staff and elected officials for accessing public resources.
- Fundraising activities also to include directing the use of volunteers, including Board members, and selected senior staff, including the CEO, to open doors to donor prospects, set and attend meetings with such prospects, assist volunteers in the solicitation of such prospects, and provide donor stewardship to such prospects following the successful receipt of a gift.
- Serves as staff to the Development Committee of the Board; plans and coordinates the fundraising activities of Board members and other volunteers as appropriate.
- Coordinates and maximizes the fundraising activities of all entities working on behalf of City Park, including the City Park Improvement Association, Friends of City Park, and the Botanical Garden Foundation; develops, in concert with staff and volunteer leadership, strategies on an annual basis for these entities' fundraising and communication programs.
- Builds, creates strategy for, and implements City Park's Planned Giving program.
- Works with the CEO and President to develop annual legislative agenda; works with any lobbyists hired by Friends of City Park to further that agenda.
- Solicits sponsorships for Celebration in the Oaks; may assist with additional sponsored events as needed.
- Oversees the grants writing administration.
- Oversees the development and implementation of donor recognition and cultivation events in support of City Park's fundraising goals and objectives.
- Analyzes revenue sources to determine opportunities for engagement and expansion of fundraising efforts; leads the effort to identify and cultivate new donors, including community, business and foundation leaders, both local and national, to increase the donor base and broaden support for the Park and its outreach efforts.

- Develops and implements a donor stewardship program to further cultivate, educate, and communicate with current donors regarding their past gifts and potential future gifts.
- Supervises the maintenance and accuracy of the database of all donor and gift records, provision of pledge reminders, gift receipts, transmittal letters and thank yous for all gifts, as well as maintaining accurate records for contacting donors.
- Serves as one of the Park's spokespersons as called upon.
- Serves as a member of the CEO's senior leadership team.
- Perform other work related activities as assigned.

Supervisory Responsibilities

- Manages Development department staff; responsible for the overall direction, coordination, hiring, and evaluation of those staff members.
- Carries out supervisory responsibilities in accordance with City Park's policies and applicable laws.

Sustainability Goals:

City Park employees must strive to decrease our environmental footprint by continually seeking ways to reduce waste and energy usage, care for natural Park habitat and wildlife, and to serve as models to our patrons to do the same through education and example.

EDUCATION and/or EXPERIENCE

- BA required, MA or other advanced degree preferred.
- A minimum of 5 years development experience in a nonprofit or educational organization is required.
- Experience in the cultivation and solicitation of donors of gifts of five, six, and seven figures required.
- Demonstrated ability to work with volunteers to achieve the organization's objectives.
- Computer skills including working knowledge of Microsoft Office (Word, Excel, PowerPoint, Outlook).
- Experience with direct mail programs for solicitation of funds.
- Demonstrated experience with management of staff, budgets, and attainment and updating of relevant management skills.
- Demonstrated success in setting fundraising goals, developing relevant strategies, and achieving fundraising success.
- Strong written and verbal communication skills.
- Demonstrated success in building, leading and managing a complex team of staff, colleagues, volunteers, and the CEO to accomplish fundraising goals.
- Strong interpersonal skills with the ability to lead, communicate with, and establish rapport with members of a diverse population.
- Demonstrated ability to receive and hold confidential information and establish trust with staff, colleagues, donors, and volunteers.
- Demonstrated ability to organize complex information, use confidential data base systems containing donor information and apply reason and analytical skills to fulfillment of goals.
- Must possess valid driver's license and be able and willing to undertake travel.
- Does not hold outside personal or business interests that might conflict with the goals and objectives of City Park without the explicit approval of the CEO.
- Must be available to work on a regular Monday-Friday schedule with occasional travel, weekend events or meetings, and early morning, evening, and weekend availability as needed to meet the goals and objectives of City Park.

*To apply email your cover letter, resume, and three professional references to City Park's Human Resources department at hr@nocp.org.