



Building Character  
in Young People

## Chief Development Officer

*Detroit PAL is an Equal Opportunity Employer*

**About the Company:** The Detroit Police Athletic League is a private, nonprofit corporation that, in partnership with individual volunteers and the Detroit Police Department, builds character in young people through athletic, academic, and leadership programs. The company is results-oriented and driven by its values of excellence, personal growth, and humility.

**Summary of Responsibilities:** This position is responsible for managing all fundraising, development and marketing and communications activities and goals to foster a culture of philanthropy within the organization. The CDO will steward existing relationships and forge new relationships to build visibility of Detroit PAL in the community. The CDO will design and implement a comprehensive plan for developing key external alliances by cultivating individual and philanthropic support. The CDO will have primary responsibility for establishing and implementing the infrastructure needed to achieve established goals through the solicitation of major gifts, direct mail campaigns, special events, corporate support, foundations and grants. The CDO will expand and diversify Detroit PAL's donor base/pipeline and work closely with other team members to secure funding for new initiatives. In addition, the CDO will work closely with the Board of Directors and support Board members as they take on a more active fundraising role.

### **Responsible for:**

- Plan and implement fundraising strategies, campaigns and programs that support the organization's values, mission, vision and objectives.
- Participate in strategic and operational planning for the organization and development of annual budget.
- Participates with the Chief Executive Officer, staff and board in charting the organization's course in fund development.
- Provides general oversight of all of the organization's fund development activities, manages the day to-day operations of the development function, and monitors adequacy of activities through coordination with staff, appropriate committees, and governing body.
- Plan, coordinate and assure implementation of acquisition, cultivation and stewardship strategies to develop donors and contributions in support of the organization.
- Maintain accountability and compliance standards for donors and funding sources.
- Oversee all aspects of fundraising including major gifts, foundation and corporate fundraising, planned giving, direct mail campaigns etc.
- Management of the Development Team comprised of fundraising, marketing and communications and administrative professionals.
- Manage donor research, tracking and recognition.
- Oversee the development and coordination of all major special events.
- Other duties as assigned.

### **Desirable Credentials, Skills and Traits:**

- Highly detailed, goal oriented and organized with the ability to handle multiple priorities with minimal supervision;
- Strong supervisory and management skills and experience with a proven ability to manage a talented staff to their full potential.



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- Minimum of 7 years professional experience in a development role for a non-profit or similar organization with at least three years in a management capacity.
- Strong interpersonal and communication skills;
- Professional verbal and written communication skills
- Requires the ability to be flexible and adapt to change
- Bachelors Degree required
- Proven track record in the following areas; developing and executing fundraising activities; Major Gifts; Marketing; Public Relations; and fundraising events or similar fund development experience.
- Excellent oral and written communication skills
- Experience in strategic/tactical planning and annual budget development.
- Strong supervisory and management skills and experience.
- Demonstrated ability to establish and maintain effective working relationships with clients, colleagues, volunteers, and members of the public; to exercise tact and diplomacy at all times
- Microsoft Office skills including proficiency with Word, Excel, Outlook and PowerPoint
- Proven track record/history of exceeding targets/quotas

If you are interested in applying for this position, please forward a cover letter with your salary requirement and resume to [HR@detroitpal.org](mailto:HR@detroitpal.org)