

**Healing Hands of Joy - US Job Description**

**Chief Development Officer**

**Reports to: Executive Director**

**Healing Hands of Joy - US HQ**

**Charlotte, NC**

*Healing Hands of Joy (HHOJ) is a not-for-profit organization that exists to bring hope, happiness and a second chance to women affected by obstetric fistula (OF) in Ethiopia. It was established in the USA in 2009 and started operations in northern Ethiopia in 2010. Currently, Healing Hands of Joy operates in 3 regions across Ethiopia and is working in partnership with the Ethiopia Federal Ministry in the Campaign to Eliminate Fistula by 2020.*

*The goal of HHOJ is to enable women treated for obstetric fistula to resume full and productive lives within their families/communities. HHOJ therefore works to support women to recover from the sometimes devastating impact of OF. This involves restoring their self-esteem, confidence and physical, psychosocial and economic capacity to engage fully and meaningfully as a family and community member. It also aims to improve maternal health especially reducing maternal and neonatal deaths and OF by training women treated for OF to become Safe Motherhood Ambassadors within their communities.*

*Healing Hands of Joy’s vision is to see new cases of obstetric fistula eliminated in Ethiopia by 2020 and to see fistula survivors empowered and successfully reintegrated as self-contributors to their communities and educators in safe delivery.*

Healing Hands of Joy seeks a F/T Chief Development Officer (CDO) to support the Executive Director and Country Director in fulfilling the vision of Healing Hands of Joy. The CDO would support the design and implementation of our 3-year Fundraising Plan to support our Strategic Plan with a focus on business development including but not limited to securing new partnerships and establishing a robust Monitoring and Evaluation system.

**Essential Job Functions and Deliverables:**

**Strategic Planning & Programming:**

* Collaborates with the Country Director, Executive Director and Board of Directors to support the design and implementation of our 3-year strategic plan & budget including a comprehensive Monitoring & Evaluation Strategy for donor reporting

**Business Development & Fundraising:**

* Evaluates the results of all resource development initiatives to support funding our 3-year Strategic Plan including but not limited to campaigns, events, grant proposals, direct mail campaigns and other resource development programs and recommends modifications or new strategies to proactively support the achievement of development and fundraising goals.
* Designs, implements and manages all fundraising activities including multi-year giving, grant writing, annual campaigns, planned giving and event planning and solicitations.
* Works with the Executive Director to cultivate relationships with all public and private donors.
* Identifies and utilizes donor software to prospect our current Donor Database and reates a working pipeline of donor/prospects to cultivate, solicit and steward in accordance with the Association of Fundraising Professionals’ Code of Ethics.
* Identifies new prospects for making annual gifts, major gifts and planned gifts. Arranges direct asks.
* Supervises and supports annual fundraising events working closely with the Executive Director, Development Manager, Board of Directors and Volunteer Coordinator to obtain sponsorships, volunteer teams, and ticket sales necessary to reach budgeted goals.
* Participates in the donor management process to develop strategies to identify, cultivate, solicit and steward all individual donors
* Advance fundraising strategies through interaction with donors in the community and at all events.
* Researches 10+ new grant opportunities and writes grant proposals for Major Funding
* Manages Grant reports.
* Prepares HHOJ’s Annual Report
* Supervises maintenance of donor and gift record keeping & acknowledgments.
* Works collaboratively with Accounting & Operations Manager to ensure accurate record keeping, reporting and communicating with donors.
* Supervises development team; Development Manager & Operations/Events Manager

**Board of Directors Relations**

* Reports development activities as requested.
* Assists the board with recommending and researching potential new members.
* Utilizes Board Members where necessary and willing to participate in solicitation activities.

**Minimum Qualifications:**

* Three to five year’s professional fundraising experience.
* Adherence to highest ethical practices in fundraising & money management.
* Demonstrated experience in implementing a successful campaign and direct asks resulting in major gifts and multi-year pledges.
* Excellent verbal and written communication skills.
* Ability to work as a leader and as part of a team.
* Bachelor’s Degree
* Independent self-starter with positive problem-solver attitude
* Very computer literate (Word, Publisher, Excel), able to learn & use donor management software. Familiar with data base entry and maintenance.