



**Ronald McDonald House Charities® of Richmond**  
2330 Monument Avenue, Richmond, VA 23230  
Tel 804-355-6517

[www.rmhc-richmond.org](http://www.rmhc-richmond.org)

## CHIEF DEVELOPMENT OFFICER

Reports To: Chief Executive Officer (CEO)  
Schedule: Full time. Monday – Friday. Flexible Hours.  
Status: Salaried. Exempt.  
Benefits: Comprehensive benefit package including retirement plan with employer match, health benefits, sick and paid time off, professional development and training.

### Position Summary:

The Chief Development Officer (CDO) is a pivotal executive responsible for leading and executing the fundraising and development strategies that support the mission and growth of RMHC-Richmond. Reporting directly to the Chief Executive Officer, the CDO collaborates with senior leadership, the Board of Directors and staff to define and implement comprehensive development plans. This role cultivates relationships with donors, securing funding from diverse sources including individuals, corporations and foundations, fostering a culture of philanthropy within the organization. The CDO plays a crucial role in ensuring financial sustainability and advancement of the organization's programs and initiatives.

### RESPONSIBILITIES

- Lead and execute fundraising and resource development strategies, while overseeing the daily operations of the development function.
- Collaborate with the Chief Executive Officer to create and implement both short-term and long-term fundraising strategies.
- Manage a portfolio of 50-65 high-priority donor prospects, fostering meaningful engagement with the RMHC Richmond mission.
- Establish and track performance metrics, evaluating the success and impact of fundraising efforts.
- Oversee Major Gifts moves management and work closely with the Chief Executive Officer and development team to create strategic asks.
- Manage direct and analyze all direct mail/email appeals and fundraising campaigns to ensure alignment with fundraising goals.
- Develop, manage, and monitor department budgets to ensure alignment with organizational fundraising goals and fundraising related costs.
- Ensure proper fulfillment of donor recognition and stewardship efforts.
- Actively participate in board meetings, providing updates and insights on fund development performance.



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## **STRATEGIC LEADERSHIP**

- Develop and execute a comprehensive development strategy in alignment with RMHC Richmond's mission and strategic objectives.
- Lead the creation and implementation of annual fundraising goals, ensuring sustainable revenue streams and donor engagement.
- Work closely with the Executive Director and Board of Directors to establish and meet long-term fundraising goals.
- Provide leadership and mentorship to the development team, fostering a high-performing, collaborative, and motivated environment.

## **MAJOR GIFTS AND DONOR RELATIONS**

- Cultivate and steward relationships with major donors, foundations, and corporate sponsors, ensuring high levels of engagement and retention.
- Manage a personal portfolio of major gift donors and prospects, developing and executing strategies to secure gifts of significant value.
- Oversee the creation of customized giving programs and plans for individual and corporate donors.
- Lead efforts to expand and diversify the donor base, identifying new prospects and opportunities for support.

## **CORPORATE AND COMMUNITY PARTNERSHIPS**

- Manage corporate giving programs and partnership opportunities, aligning corporate social responsibility initiatives with RMHC Richmond's mission.
- Build relationships with community leaders and organizations to strengthen RMHC Richmond's presence and impact.
- Cultivate long-term partnerships to maximize support for the Ronald McDonald House and its programs.

## **FUNDRAISING EVENTS AND CAMPAIGNS**

- Oversee the evaluation of annual fundraising events, ensuring they align with RMHC Richmond's strategic goals and mission.
- Lead targeted fundraising campaigns and initiatives, including capital campaigns, annual appeals, and special giving days.
- Develop creative strategies for growing event-based and peer-to-peer fundraising.

## **FINANCIAL MANAGEMENT AND REPORTING**

- Oversee the development and management of the development revenue and expense budget, ensuring resources are allocated effectively to achieve fundraising goals.
- Monitor progress toward fundraising goals and provide regular reports to the Chief Executive Officer and Board of Directors.
- Ensure compliance with all ethical, legal, and regulatory guidelines for fundraising.



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## QUALIFICATIONS

- Bachelor's degree required; advanced degree or CFRE preferred.
- A minimum of 10 years of experience in fundraising or resource development, with at least 5 years in a leadership role.
- Proven track record of securing major gifts and building lasting relationships with individual, corporate, and foundation donors.
- Strong understanding of development best practices, donor engagement strategies, and philanthropic trends.
- Experience in capital campaigns, planned giving, and annual giving programs.
- Excellent communication skills, both written and verbal, with the ability to engage and inspire donors, volunteers, and stakeholders.
- Demonstrated ability to lead and manage a high-performing team, providing guidance and mentorship.
- Strong organizational and project management skills, with the ability to juggle multiple priorities and deadlines.
- Experience working with and engaging the Board of Directors in a culture of philanthropy.
- Passion for the mission of RMHC Richmond and a deep commitment to supporting families with children facing medical challenges.

## PERSONAL ATTRIBUTES

- Strategic thinker with a visionary mindset.
- Collaborative, with the ability to work cross-functionally across teams.
- Strong interpersonal skills with a focus on building relationships and fostering trust.
- High level of integrity and professionalism.
- Flexible and adaptable in a fast-paced, evolving environment.

### Application Process:

Interested candidates should submit a resume and cover letter outlining their qualifications to RMHC Richmond at [hr@rmhc-richmond.org](mailto:hr@rmhc-richmond.org). Please include CDO in the subject line.

Ronald McDonald House Charities of Richmond is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws. Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal laws.