



# JUNIOR STATESMEN FOUNDATION/JUNIOR STATE OF AMERICA

Job title: Chief Development Officer  
Department: Development  
Reports To: CEO

Approved By: Ken White, CEO  
Approved Date: 10/23/2017  
Classification: Exempt

## About the Organization:

Since 1934, the **Junior State of America (JSA)** has helped more than 400,000 students acquire the knowledge and skills necessary to be active participants and effective leaders in a democratic society. With its student-led, student-run school-year model and rigorous summer school programs, JSA enables students to experience first-hand the drama and power of politics as well as the challenges and responsibilities of leadership. JSA chapters serve as the center of political awareness at their schools and JSA conventions bring thousands of students together to share opinions and learn from each other. We are committed to developing a diverse cross-section of young leaders throughout the entire country. For more information, please visit our website: [www.jsa.org](http://www.jsa.org).

## Position Summary:

The Chief Development Officer (CDO) is a member of the JSA's senior management team and is responsible for leading the organizational effort to raise the philanthropic funds that enable the sustainable and strategic development of the organization. The CDO has experience developing and executing fundraising strategy with a clear track record of raising \$1M+ annually and an appetite for outreach and business development. The ideal candidate will demonstrate a fearlessness about telling JSA's story, relentlessness in pursuing ambitious goals to grow JSA's revenue and impact, and commitment to partnering with the CEO, Board of Directors and staff to ensure those goals are met. The CDO will supervise the Development Manager and contractors and will report directly to the Chief Executive Officer. The Junior State of America brings together a remarkably diverse coalition of rising leaders, and together with the board, an alumni network of more than 400,000, and foundation and corporate stakeholders we look to grow our development income to \$2 million and beyond, so that we can educate and prepare even more young people for life-long involvement and responsible leadership in a democratic society.

## Key Responsibilities:

### Department Management, Strategy Development, and Evaluation (40%):

- In close collaboration with CEO, executive management, and board chair, build a vision and corresponding development strategy to meet the needs and mission of the organization and drive development growth.
- Prioritize efforts amongst major donors, foundations, corporations, public funders, alumni, and other supporters.
- Recommend and manage short- and long-term fund development strategies and ensure goals are met.
- Lead efforts to identify and secure new and diversified support, including outreach and substantive presentations to prospective funders about JSA's current programs and future projects and use of social media to attract and engage new revenue sources.
- Establish performance measures, monitor results and support the evaluation of fundraising activities to meet agreed targets.
- In collaboration with CEO and CFO, ensure compliance with laws and regulations, maintain accountability standards to funders, and ensure ethical compliance and high standards.
- Help develop a communications strategy to publicize JSA's programs and mission and connect with current and potential stakeholders, including donors and alumni.
- Provide talent development within the department, supervising, training and motivating staff; resolving conflicts where appropriate; and maintaining accountability standards.

- Help create a culture of philanthropy organization-wide.

**Relationship Development, Donor Cultivation, and Solicitation (40%):**

- In collaboration with CEO and board leadership, identify and approach key foundations and organizations to support the Foundation’s mission and specific initiatives.
- Build a case for support.
- Solicit funders and prospects through direct and personal interactions and oversee use of social media to build new donor relationships.
- Represent the organization and its mission to current and prospective funders, volunteers, and partners.
- Develop relationships with board members and support their philanthropic efforts, including training and coaching them in cultivation and solicitation of prospects and donors.
- Identify planned giving prospects and work with board leadership to cultivate and solicit these prospects.
- Oversee department outreach efforts to ensure all relevant donors and prospects are solicited during campaigns and events, including through identifying volunteers and hiring skilled contract/short-term labor.
- Monitor JSA's portfolio of major donors, working with board members, CEO to cultivate, solicit, and steward all donors in this portfolio throughout the fiscal year.

**Foundation and Corporate Relations (20%):**

- Identify, prioritize, and cultivate foundation and corporate relationships; convert to funding where possible.
- Oversee the organization's grant and report writing, and coordinate the process with the relevant staff.
- Coordinate with other staff to gather information and develop reports for funders.
- Ensure the timely delivery of grants materials, letters of inquiry, grant applications, and grant reports.
- Coordinate with other staff to translate accomplishments into compelling reports and materials.
- *Other duties as assigned.*

**Preferred Qualifications:**

- Bachelor’s Degree; applicable Master’s Degree strongly preferred
- 5+ years’ experience in fund development or related field; 2+ years’ at managerial level
- Experience working directly with donors, foundations, boards, and executive management
- Experience using social media to acquire, engage, educate, solicit and steward donors.
- Experience managing and motivating high-performing teams
- Experience with CRM databases (Salesforce preferred)
- Experience in business and business processes
- Record of meeting ambitious goals

**Knowledge, Skills, and Abilities:**

- Genuinely enthusiastic about prospecting and engaging all types of stakeholders
- Persuasive and persistent in any setting: in person, by phone, via writing, in social settings, etc.
- Excellent communication skills, both written and oral
- Strong interpersonal skills; inspires trust and camaraderie; comfortable with a variety of people and settings
- Strong goal orientation, exceptional time management skills, and ability to manage multiple deadlines
- Ability to develop and manage budgets and financial information

**Working Conditions and Travel:** Newly remodeled and quiet office atmosphere in the San Francisco Bay Area, with walking paths in nearby green space. Easily accessible location with free parking and on public transit routes. Requires 5-10% travel outside of Bay Area for events, donor visits, and exposure to JSA's student-run programs.

**Application Deadline:** Position open until filled.

**To Apply:** Email resume, cover letter and salary history/requirements to [jsacdo@brakeleybriscoe.com](mailto:jsacdo@brakeleybriscoe.com). Include “**Chief Development Officer – (Your name)**” in subject line. No phone calls, please. Please tell us where you saw the job listing.

**Compensation:** The salary is competitive and commensurate with experience and qualifications. Excellent benefits.

*The Junior Statesmen Foundation/Junior State of America is an Equal Opportunity Employer.*

*JSF/JSA strives to honor and reflect the diverse community we serve.*

*Applicants who contribute to this diversity are strongly encouraged to apply.*