

Position Title: Chief Development Officer (CDO)

Immediate Supervisor: Chief Executive Officer (CEO)

Status & Hours: Fulltime, exempt with some off-site work with attendance at occasional evening and weekend activities

The Heart of Illinois Community Foundation (HICF) seeks an ambitious seasoned professional who can meaningfully contribute to its aggressive growth goals to diversify our donor base, to increase funds for discretionary grant making and to grow current and new donor advised, field of interest and endowment assets.

This position has primary responsibility to increase the HICF's charitable and operational resources. In collaboration with the HICF executive team, this position has responsibility to draft, modify and evaluate HICF's first ever fund development plan.

Primary Role: To provide the highest quality and most effective asset growth plan and practices that facilitate increased charitable assets and expanded recognition of the Community Foundation's role in local philanthropy. To serve as the primary staff person for the foundation's development activities including but not limited to annual gifts, major gifts, corporate underwriting, and planned gifts and to play a role in soliciting gifts in each of these areas.

The CDO will supervise three direct reports: the Director of Donor Services and the two regional consultants.

The CDO will work with the CEO, COO, CFO and the Board of Directors to establish financial and donor goals within an annual plan coordinated with the strategic plan. The CDO's annual plan will include portfolio management for major gifts and planned gifts.

Prioritization of Duties

- Develops, promotes, delivers and evaluates an annual comprehensive development plan focused on annual growth that is aligned to the current strategic plan with specific and measurable goals
- Creates short- and long-term goals for new gifts for existing funds, for new funds, for unrestricted operations, and for discretionary grant making including endowed gifts into all of the above type funds
- Plans and executes an effective strategy for growing the James Madell Society, Illinois Gives endowments, field of interest funds, giving circles, and unrestricted gifts
- Provides information and guidance to enhance and coordinate CEO and COO involvement with and solicitation of donors and prospects
- Team liaison for the Development/Community Relations BOD committee

- Cultivates grantee relationships built on transparency, mutual accountability, trust and collaboration
- Maintains high community visibility through strategic relationship building with community partners and nonprofits
- Expands relationships with professional advisors to increase planned gifts
- Creates customized solicitation strategies for all major donors
- Identifies, cultivates, solicits and manages a portfolio of top prospects and donors to secure major current gifts and major endowment gifts
- Expands, diversifies and enhances the Foundation's donor base by building a pipeline of prospects to secure endowment and unrestricted operations gifts
- Plans, prepares and executes all collateral materials such as appeal letters, case statements, major gift proposals, donor reports and briefing materials
- Creates and executes outstanding creative recognition/thank you strategies
- Oversees data entry, maintenance and reporting from donor/prospect database
- Researches donors and prospects for potential, inclination and ability to give
- Stays abreast of national and local donor and community foundation trends, shares with board and staff and adjusts plans accordingly
- Conducts ongoing analysis of fund development program to develop strategies to increase giving and participation
- Reviews and updates development dashboards and reports for internal analysis

Qualifications and Expectations:

Professional/Technical Abilities:

- Demonstrated ability to effectively organize and prioritize multiple, simultaneous work assignments and meet deadlines
- Demonstrated experience in initiating new development plans in philanthropic institutions, especially young or small community foundations or community based nonprofit agency
- Highest degree of customer service skills, anticipating needs of donors, positive problem-solving orientation, and planning skills
- Ability to establish and maintain effective working relations with donors and prospective donors.
- Ability to work effectively with a diversity of people and styles
- Excellent written and oral communication skills
- Competency with computer programs including Microsoft Office Suites, internet research, experience maintaining foundation database and information management systems

- Able to work both independently and collaboratively with our marketing, finance, and grants management team members to ensure seamless donor experiences.
- Contribute to continuous improvement efforts for operations that are tied to the highest level of expertise

Qualifications & Experience:

- BA or BS degree
- Development employment experience of at least 7-10 years
- Demonstrated competency and direct personal leadership in successful community-based development
- Demonstrated success in establishing and managing relationships and successfully soliciting and closing major gifts
- Experience in all aspects of development communications including the ability to write clearly, persuasively and powerfully
- Experience in nonprofit or foundation functions
- Success in techniques and strategies for annual gifts, major gifts, planned gifts and corporate underwriting
- Experience in all aspects of development including prospect rating, annual appeals, major gifts, planned gifts, campaigns and donor stewardship
- Chartered Advisor in Philanthropy certification achieved within two-years of hire (HICF will finance course participation)

Personal Characteristics:

- Commitment to serving the community and the mission of the HICF
- Ability to identify and earn the trust of high-net-worth individuals in respectful, confidential and honorable manner, to quickly establish credibility
- Engaging personality, warmth, empathy, courteous and diplomatic
- Professional image, positive, upbeat and enthusiastic
- Persuasive, motivating, discerning, curious, open and focused
- Creative and entrepreneurial, willingness to embrace new approaches
- Good judgment and decision-making abilities within competing priorities
- Self-starter, ability to work independently, intrinsically motivated
- Think independently and creatively
- Detail-oriented
- Personal integrity, commitment to confidentiality and discretion
- Excellent written, verbal, and presentation skills

Salary/Benefits:

Salary: Range: \$65,000 - \$95,000
Commensurate with experience and qualifications

Benefits: Paid sick, vacation, and holidays
Health Insurance
Retirement Benefits
Support for professional development

To Apply: Email a PDF résumé and cover letter to Missy Batman at mbatman@heartofillinois.org

All applications will be considered under the strictest of confidence. No calls please.
Application deadline is April 30, 2026.

Hiring Policy: The Community Foundation considers applicants for all positions without regard to gender, race, color, religion, age, national origin, ancestry, disability, political affiliation, marital status, sexual orientation, or any other legally protected status.

Must be able to pass a pre-employment screening assessment.