



**TITLE:** Chief Development Officer

**REPORTS TO:** Chief Executive Officer

**LOCATION:** US-Based Remote

**POSITION TYPE:** Full-time

**ORGANIZATIONAL PROFILE:**

HCP Cureblindness works to cure needless blindness with high-quality, cost-effective eye care in underserved areas of the world. Thirty-six million people are blind worldwide, yet 80% of this burden is treatable or preventable. Cataract is the largest cause of blindness affecting 17 million people, who could be cured with a 10-minute, \$25 surgery. HCP is keenly focused on enduring solutions to avoidable blindness for under-resourced people and communities, not only providing critical care but strengthening local capacity to provide high-quality eye care to the underserved. HCP has offices in several locations in the US and other countries, with remote employees in multiple other locations. Programs are currently active in 11 countries and work with an estimated 75 implementing partners with plans to expand rapidly across Africa and Asia.

HCP Cureblindness is expanding its team to meet new challenges, scale its work, and broaden its reach. We are seeking individuals who are passionate about changing lives and want to be a part of a team that works together to reach new heights. We want leaders who can aim high and make things happen but are also invested in building a positive team dynamic to bring the work to life.

**VISION:** We envision a world in which no person is needlessly blind.

**MISSION:** Our mission is to cure needless blindness with high-quality, cost-effective eye care in underserved areas of the world.

**SCOPE OF WORK:**

The Chief Development Officer (CDO) will serve as a member of the executive leadership team and will provide the leadership, management, and strategy for all components of the organization's fundraising and revenue generation. HCP is looking for a leader who has a vision to build upon current strengths and relationships, embrace new opportunities and thinking, and lead our organization to new heights of fundraising in order to enable HCP to achieve our mission through expanded programming and impact. The ideal candidate will bring deep acquisition and stewardship experience, show a proven commitment to team development and exhibit the collaborative nature to work closely with the CEO, COO, other functional leaders and Board of Directors to bring their vision to life.

## **ESSENTIAL JOB FUNCTIONS:**

### **Development Portfolio Management**

- Develop and oversee annual Development goals, priorities and key deliverables that support the overall organizational deliverables; Establish initiatives to deliver growth across key sectors; in collaboration with Finance, build the annual budget and track results on an ongoing basis to assess and forecast organizational revenue expectations.
- Assess current strengths and opportunities of HCP fundraising portfolio; Serve as principal fundraising strategist for driving significant growth in contributed revenue. Develop a comprehensive, data-driven fundraising plan that continues to steward and grow a strong base of individual donors and build plans to support additional expansion in areas of legacy giving, foundation or corporate partnerships, government grants or other avenues as identified.
- Major Gifts portfolio - Personally manage a portfolio of approximately 125-150 donors and support others managing portfolios of major donors. Track portfolio activity, key metrics, communication, and progress.
- Create a comprehensive cultivation and solicitation plan for donors and prospects in the portfolios and execute strategies that fulfill donors' goals and increase giving. Provide guidance and support to development personnel, other senior leaders or Board members to support their effective stewardship.
- Grant Management - Oversee grants acquisition and grants management, including establishing best-in-class practices for grants research, application and subsequent reporting; Collaborate with key finance and programs resources to ensure optimal outcomes.
- Collaborate with staff, board, and volunteers to align prospect interests to HCP's highest priority needs. Work with leadership and program staff to help develop fundraising strategies around emerging organizational projects and priorities
- Serve as a key liaison to the Board of Directors (along with CEO) for regular updates and to leverage Board networks; Lead the Strategic Development committee of the Board.
- Collaborate with CMO and marketing team to create compelling correspondence, including solicitations, cultivation pieces, proposals, reports and other stewardship materials, to engage high value donors and prospects.

### **Management and Organizational Leadership**

- Contribute to organizational strategy as a member of HCP's leadership team, including the development of organization-wide and department annual goals, strategies, and desired outcomes, along with the development of corresponding budgets.
- Lead and develop a team of 7 staff members. Ensure each team member has a clear understanding of their role scope and deliverables. Establish clear expectations to motivate and assess team effectiveness.
- Provide guidance, feedback, coaching and mentoring to enable team members to continually develop and improve their effectiveness while also building a collaborative, motivated team.
- Manage Development team staffing and hiring processes, including defining staff structure and scopes of work to deliver on goals and objectives.
- Support CEO and board in building relationships with key donors, including individuals, foundation and corporate partners.

**QUALIFICATIONS:**

**Seeking a seasoned professional with a proven track record of leadership and fundraising success, coupled with strategic insight and strong organizational management as demonstrated by the following:**

- Bachelor's degree required; graduated degree preferred
- Minimum of ten years' experience in fundraising, including increasing levels of leadership in portfolio and team management and executing against multi-year plans
- Proven track record of raising funds from diverse sources, including major gifts from individuals, foundations, corporations, government agencies and other grant organizations
- Tangible experience of having expanded and cultivated existing donor relationships over time; this includes donor stewardship and solicitation, event planning, grant writing, contracts management, and database management
- Excellent communication skills, both written and oral; ability to influence and engage a wide range of donors and build long-term relationships
- Proven commitment to collaboration and productive relationship building across diverse groups of people and perspectives; demonstrated ability and desire to interact effectively with a wide range of personalities
- Familiarity with donor tracking systems, preferably a detailed knowledge of Virtuous
- Ability and willingness to travel when needed for donor interactions - travel is mostly domestic but could include international travel for donor engagement and/or to deepen understanding of field programs to strengthen fundraising messaging

**Additional qualifications include:**

HCP firmly believes in promoting the public good, which at a minimum includes doing what we can as an organization to provide a safe working environment for our employees, volunteers, partners, and visitors.

For these reasons, all US employees, volunteers, or visitors are expected to be fully vaccinated against Covid-19.

**To Apply**

We invite qualified candidates to submit a resume and cover letter. Please send materials via email to:  
[jobs@cureblindness.org](mailto:jobs@cureblindness.org)

**HCP Cureblindness considers all applicants on the basis of merit without regard to race, sex, color, national origin, religion, sexual orientation, age, marital status, veteran status or disability.**