

## CHIEF DEVELOPMENT OFFICER

Rare opportunity to lead fundraising at Ploughshares Fund, the leading international public grantmaking and operating foundation working to reduce and ultimately eliminate nuclear weapons. Combining high-level advocacy, an enhanced grantmaking capacity and our own expertise, Ploughshares Fund is helping to fundamentally change nuclear weapons policy.

Ploughshares Fund is headquartered in San Francisco where the development department is based, with policy experts located in Washington, DC.

The Chief Development Officer is responsible for providing the executive director and the board of trustees with strategic fundraising leadership; designing and successfully implementing the Fund's national fundraising program currently raising \$4 million in annual support; and developing a strategy for fundraising growth. The primary reporting relationship is to the Executive Director (based in DC), with management reporting to the Director of Operations in San Francisco.

Ploughshares Fund's \$10 million annual budget is supported by gifts from individuals, families and foundations, and an endowment draw.

**To apply:** Send a resume, cover letter, salary requirements, and three references with contact information **by November 2, 2009** to Naila Bolus, Executive Director at [jobs@ploughshares.org](mailto:jobs@ploughshares.org); or mail hard copy to Ploughshares Fund, Fort Mason Center, Building B, Suite 330, San Francisco, CA 94123, Attention Naila Bolus.

### Essential Responsibilities:

#### Strategic Leadership:

- Develop a customized personal solicitation strategy for Ploughshares Fund's annual fundraising, with emphasis on soliciting prospects for gifts of five and six figures;
- Develop a strategy for fundraising growth.

#### Board of Trustees

- Provide individual major donor fundraising guidance and support to the President, Executive Director, Board Chair and Board members;
- Staff and resource the Board Development Committee.

### Fundraising

- Oversee individual major donor cultivation, solicitation and stewardship for annual, planned, and endowment giving, including special fundraising campaigns;
- Conduct personal solicitations and implement personalized donor stewardship;
- Oversee special fundraising and donor stewardship events and development travel;
- Implement a planned giving program focusing on bequests, trusts, and pooled income funds;
- Coordinate with the Executive Director the identification, research and solicitation of foundation funders, including overseeing and preparing proposals and reports.

### Management

- Manage the senior level development and communications staff and be accountable for the high performance of the team;
- Develop and implement the annual development work plan, time-lines, and budgets, including establishing benchmarks and evaluating progress toward stated goals;
- Hire and supervise consultants or contractors as needed.

### Qualifications:

- Demonstrated success in providing strategic leadership in fundraising;
- Demonstrated success in raising significant gifts from individual donors;
- Demonstrated success in working with a Board of Directors;
- Demonstrated mastery of a wide range of fundraising techniques (major gifts, special events, marketing, planned gifts, foundations);
- Superior written and oral communications, interpersonal and presentation skills;
- Experience in hiring, managing and overseeing staff;
- Highest personal and professional integrity;
- Interest in nuclear weapons, peace and national security issues;
- Senior experience in development;
- Ability to think strategically and creatively.

### Benefits

Ploughshares Fund offers a competitive compensation and benefits package including health and dental coverage, generous 403b benefits, paid vacation and holidays, access to professional development resources, and an attractive work environment.