



★ SERVING VETERANS ★

**Operation Stand Down Tennessee**  
**1125 12<sup>th</sup> Avenue South, Nashville, TN 37203-4709**  
**(615) 248-1981 Fax (615) 248-1987 [www.osdtn.org](http://www.osdtn.org)**

### **Chief Development Officer**

**Position:** Full-Time / Salaried / Exempt

**Supervisor:** Chief Executive Officer

**Description:** The Chief Development and External Affairs Officer (CDO) leads, facilitates and/or oversees Operation Stand Down Tennessee's (OSDTN) fund development and community engagement efforts. The CDO is part of the organization's senior leadership team.

#### **Principal Duties and Responsibilities:**

1. Priority on building philanthropic relationships and high net worth individual donor base.
2. Maintain quality of annual giving, expand local corporate and foundation giving and develop/cultivate relationships with regional and national institutions.
3. Ensure strategic alignment of fundraising and community engagement efforts in terms of grants, appeals, social media campaigns, planned giving, events, social enterprises, etc.
4. Expand community awareness and increase individual donor base, to include developing and implementing a donor society framework.
5. With CEO, educate, encourage and support Board efforts around fundraising and community engagement.
6. With senior leadership team develop annual operating budget plus design metrics to measure development efforts.
7. Maintain database and compile information for donor engagement and to fulfill reporting requirements.
8. Assist with brand continuity, creation of marketing and social media collateral, as well as special event messaging.
9. Lead and supervise 3-person development and 3-person engagement team.
10. Perform other duties as assigned

#### **Qualifications / Knowledge**

1. Bachelor's degree in business, marketing, public relations, communication or related field.
2. At least five years of experience in fundraising or sales.
3. Certified Fund Raising Professional (CFRE) preferred.
4. Knowledge of regional Veteran services and resources desired.
5. Proficient in Microsoft Office and excellent written, oral and interpersonal skills.

#### **Personal:**

1. Passion and drive to support veterans and their families, veteran preferred.
2. Excellent organizational, multi-tasking and time management skills.
3. Broad capacity for global thinking and creative problem solving.
4. Ability to work some evenings and weekends.

***OSDTN is an equal opportunity provider of services and an equal opportunity employer-Civil Rights Act of 1964 and Americans with Disability Act of 1990.***