

Chief Development Officer

Data & Society

New York, NY (Remote)

Salary: \$175,000 to \$190,000

The Organization

Data & Society is an independent, nonprofit research institute that works to illuminate how data-centric technologies and automation affect the world around us. Our vision is a future in which the values that inform the design and governance of data-centric technologies are visible and intentionally chosen with respect for human dignity.

The Position

We are seeking a highly strategic, visionary, dynamic, and creative Chief Development Officer (CDO) to lead and grow our development work — building on our successful foundation grants portfolio, federal government grants, robust events program, significant newsletter following, and early-stage major gifts program. This is a new position for Data & Society, intended to scale our already robust development and fundraising efforts. As a key member of the senior leadership team, the CDO will play a pivotal role in shaping our organization's future by spearheading our fundraising and development strategy.

You'll design and execute the continued build out of a diversified development capacity that leverages Data & Society's unique strengths at this crucial moment of interest in and need for the organization's expertise and role in society.

Reporting to the Executive Director, the CDO leads a team of three including an Associate Director of Development, Grants Writer and Editor, and Special Events Associate. The CDO also works closely with the organization's Board of Directors, Communications team (five staff); Strategy and Engagement team (six staff); and Finance team (three staff).

We are looking for a senior-level strategic thinker with significant experience methodically growing a development program and team, building relationships with major donors and funders, partnering with an executive director and other staff on cultivation, solicitation, and stewardship of donors and funders. We welcome but don't require fundraising experience in, or adjacent to, technology issues, research/think tanks, and technology-related advocacy.

The successful candidate will have a track record of developing and implementing fundraising strategy, have excellent people and relationship management skills, and will have existing knowledge of the funding landscape and/or relationships with foundations, government funders, foundations, and major donors. They will also have up-to-date experience with growing an email list and digitally-integrated, multi-channel marketing and fundraising.

Strategic and Operational Leadership

- Serve as a thought partner to the Executive Director and Board, contributing to the overall organizational strategy by aligning fundraising efforts with long-term growth and sustainability goals, while proactively identifying new revenue streams and strategic opportunities;
- Develop a new fundraising plan that aligns with, and drives, the organization's mission and advances strategic objectives;
- Raise annual operating revenue from all philanthropic sources (foundations, government sources, major donors, small-donor appeals, etc.);
- Develop long-range strategies to significantly increase philanthropic giving and serve as the key strategist for specific asks;
- Assign and manage prospect portfolios and moves management system for the executive director, board, and other key staff;
- Craft compelling cases for support for funding that maximize relationships with current donors and cultivate and convert new donors;
- Serve as a front-line cultivator and solicitor. Cultivate and steward donors and funders; make significant requests for support from major donors, board members, foundations, and others;
- Ensure comprehensive, timely, and innovative stewardship of all gifts;
- Provide strategic partnership to the communications and events teams to integrate messaging and achieve growth of multiple forms of engagement and support;
- Effectively manage and organize the team's day-to-day operations and budgets; streamline processes and procedures;
- Champion and apply Data & Society's Gift Acceptance Policy; and
- Leverage technology and data analytics to assess progress against plans, monitor expenses, and ensure the security of all donor records.

Team and Organizational Leadership

- Develop and support a diverse and highly skilled staff that is well-prepared to meet the ongoing challenges of a first-rate mission-driven institution;
- Collaboratively establish goals within the team and across the organization to ensure that team members have responsibility and ownership for the successful outcomes;
- Design and implement a professional development plan for the development team, offering opportunities for skill development, leadership training, and cross-functional collaboration to ensure staff are continuously growing and positioned for future leadership roles;
- Cultivate a high-performance environment by setting ambitious yet achievable goals, holding regular performance reviews, and offering individualized support to foster a motivated, engaged, and high-impact team;
- Lead a workplace characterized by mutual respect and open discussion in which all strive for excellence and innovation;
- Foster an environment of cohesiveness, caring, and collaboration with colleagues across all Data & Society teams;
- Facilitate clear, transparent communication within the team and throughout the institution; and
- Serve as a collegial and participatory member of the organization's senior leadership team.

THE IDEAL CANDIDATE

The ideal candidate for the Chief Development Officer position possesses the following competencies:

Drives Vision & Purpose	Strategic Mindset	Communicates Effectively
Paints a compelling picture of the vision and strategy that motivates others to action.	Sees ahead to future possibilities and translating them into breakthrough strategies.	Develops and delivers multi-mode communications that convey clear understanding of the unique needs of different audiences.
Stakeholder Focus	Big Picture Thinking	Drives Results
Builds strong stakeholder relationships and delivers targeted solutions.	Takes a broad view when approaching issues, using a global lens.	Consistently achieves results, even under tough circumstances.

Additional Qualifications

- A deep appreciation and passion for the mission and aspirations of Data & Society;
- At least 15 years of progressively responsible professional experience in development/fundraising, with sound experience and proven results with major gifts and philanthropy in related substantive areas;
- At least 10 years of leading all aspects of Development including capital campaigns, major and planned giving, foundation and corporate fundraising, event planning, prospect research, and stewardship; experience designing and completing a successful capital campaign is preferred;
- Experience growing an individual giving campaign, raising at least \$10 Million annually;
- A demonstrated track record of working effectively with trustees, building strong relationships, inspiring them to action on behalf of the organization, and engaging them as fundraisers and donors on behalf of the organization;
- Proven ability to build cohesive, high-performing staff and project teams and to develop the skills and nurture growth of staff members;
- Ability to work effectively with the Executive Director, senior team members, trustees, staff, and donors, and provide motivation at all levels of the organization;
- Experience managing the life cycle of complex development budgets and grants;
- Experience working with a CRM development platform and understanding how to use analytics and metrics to drive development tasks. Experience working with Salesforce is a plus.

THE IDEAL CANDIDATE (cont.)

Core Competencies

- A collaborative, engaging, and curious leader with highly developed relationship skills; adept as an influencer and a strong service mentality. Uses the power of collaboration to make sound decisions and achieve results;
- Someone who is intellectually curious and engaging;
- An unquestioned reputation for integrity and ethics; a strong character that will quickly gain the trust of others;
- Have strong public speaking and written communication skills;
- An effective communicator, with diplomacy. Open, visible, and approachable in communications with everyone;
- High level of integrity and dependability with a strong sense of urgency and results orientation;
- Strong analytical skills and experience interpreting a strategic vision into an operational model;
- High energy, entrepreneurial drive, creativity, flexibility, and mission-orientation;
- An agile learner—able to thrive in a fast-paced environment and to respond effectively to new circumstances.

WHO WE ARE

Work Environment

This is a full-time, remote position in the Development Department. Data & Society is based in New York City, and will for the foreseeable future operate as a Remote-First organization. While this role will start as completely virtual, it will likely involve onsite components in the future. Up to 20% travel is expected in the role to meet with donors and attend events. You must be living and authorized to work in the United States; we are unable to sponsor visas.

Data & Society has committed to safety requirements to protect our staff from the COVID-19 pandemic. We require that prospective employees are fully vaccinated against COVID-19 before joining our organization. Please note that any reasonable accommodation request is not guaranteed to be approved, and we will comply with ADA-related requirements to evaluate the accommodation against business needs.

Organizational Values and Participation

In addition to the above responsibilities, we expect our Chief Development Officer to also demonstrate the following:

- Commitment to advancing organizational diversity, equity, inclusion, and accessibility.
- Actively participate in programs and professional development opportunities that work to ensure we continue our commitment to being an anti-racist and anti-discrimination organization.
- To attend, where able, whole-organization activities such as staff meetings, retreats, town halls, listening sessions, workshops, training and social events.
- To participate, where able and appropriate, in contributing to the culture of D&S by participating in working groups and/or committees (eg. Diversity, Equity, Inclusion and Accessibility Committee).

COMPENSATION AND BENEFITS

Salary

\$175,000-\$190,000

Where a prospective employee or employee is compensated within this salary range is dependent upon, among other factors, actual compensation for current/former employees in the subject position; market considerations; budgetary considerations; tenure, and standing with the organization (applicable to current employees); as well as the employee's/applicant's overall qualifications: knowledge, skills, pertinent experience, and abilities.

Benefits

- Medical, Dental, & Vision Insurance
- Secondary Insurance
- 401k Management
- Paid Time Off
- Paid Federal Holidays

TIMELINE AND NEXT STEPS

If you are interested in this position, please [click here](#). Please submit a cover letter explaining your interest in this role, and why you would be a good fit for this position as well as a resume/CV. All applicants will receive an email confirming receipt of their application.

We encourage candidates of all backgrounds to apply even if you do not meet all of the qualifications outlined above. If you are selected to move forward for an initial screening call, we expect you to hear from us by November.

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[Submit an application](#)