



**Amani Family Services, Inc.
Job Description**

Title: Chief Development Officer (CDO)
Hours: 40 hours/week, Full Time Exempt
Reports to: Chief Executive Officer (CEO)
Approved By: Chief Executive Officer (CEO)
Approval Date: January 13th, 2025

Position overview:

The Chief Development Officer (CDO) is a key leadership role responsible for driving Amani Family Services' fundraising strategy, enhancing donor engagement, and cultivating long-term philanthropic support. Reporting to the Chief Executive Officer, the CDO will lead all aspects of development, including donor relations, grant writing, major gift cultivation, corporate sponsorships, and fundraising events. The CDO will serve as a key member of the executive leadership team, contributing to organizational strategy and decision-making.

The ideal candidate is an innovative and strategic thinker with a deep commitment to Amani's mission.

About Amani Family Services, Inc.

Amani is the only local organization entirely devoted to promoting the wellbeing of non-English speaking families through community-based counseling and casework, with the purpose of facilitating the healing of immigrants and refugees who have experienced maltreatment and violence and preventing incidents of family violence. Amani has cared for families since 2006 and it is proud to provide excellent and compassionate care for all.

RESPONSIBILITIES & DUTIES

Supervisory Responsibility

The CDO will serve as the lead and supervisor for the development team that currently consists of Mission Advancement Specialist, and the Grant and Compliance Manager.

Development Strategy and Execution

- Develop and implement a comprehensive fundraising strategy that aligns with Amani's mission and strategic goals.
- Set and achieve annual fundraising targets to ensure the financial sustainability of programs and services.
- Collaborate with the Board of Directors, Chief Executive Officer, and staff to identify and execute new revenue-generating opportunities.

Donor Relations and Stewardship

- Cultivate and maintain strong relationships with individual donors, foundations, corporations, and community stakeholders.
- Lead donor recognition and stewardship efforts to ensure continued engagement and support.
- Design and execute a robust major gifts program, including identifying, cultivating, soliciting, and stewarding high-net-worth donors.

Grant Writing and Management

- Oversee all grant writing activities, including identifying potential grant opportunities, preparing applications, and managing reporting requirements.
- Develop partnerships with local and national foundations to secure grant funding.

Fundraising Events and Campaigns

- Provide leadership in planning, organizing, and execution of fundraising events and campaigns, ensuring alignment with Amani's mission and values.
- Leverage social media, email marketing, and community outreach to expand awareness and fundraising impact.

Collaboration and Leadership

- Act as a liaison between the Fund Development Committee of the board, CEO, program managers, and external contractors, ensuring donor relations and fundraising strategies align with organizational objectives.
- Participate as a key member of the leadership team to advance Amani's mission, organizational culture, and long-term sustainability.
- Foster an environment of teamwork, accountability, and continuous improvement across all departments.

Other duties as assigned

EDUCATION & EXPERIENCE

- Bachelor's degree in Nonprofit Management, Business Administration, Communications, or a related field; Master's degree preferred.
- Minimum of 7 years of progressive experience in fundraising, development, or nonprofit leadership.
- Proven track record of securing major gifts, cultivating donor relationships, and exceeding fundraising goals.
- Exceptional communication, interpersonal, and presentation skills.
- Experience with grant writing and familiarity with grant compliance requirements.
- Strong understanding of nonprofit financial management and budgeting principles.
- Knowledge of the Fort Wayne community and philanthropic landscape is a plus.
- Passion for serving immigrant and refugee families and advancing Amani's mission.
- Experience with financial management of grants, including compliance and reporting.
- Ability to handle multiple priorities in a fast-paced, mission-driven environment.
- Adaptable and solutions-oriented with a commitment to continuous process improvement.
- Proficiency in fundraising software, CRM platforms, and Microsoft Office Suite.
- Cultural competence and sensitivity to the diverse needs of immigrant and refugee populations.

REQUIREMENTS

- Must be able to read, write, and communicate fluently in English
- Strong administrative, organizational, interpersonal, problem-solving, time management, verbal communication, and writing and presentation skills are required
- Attention to detail is a must
- Must be able to meet deadlines
- Problem solving skills to address persistent challenges
- Ability to work in and adapt to the culture of a multi-cultural, community-based organization
- Knowledge of cultural competencies, internal biases and the ability to engage in self-examination to overcome this barrier to providing exceptional services to Amani clients
- Understanding and ability to follow all policies and procedures of Amani
- High level of independent judgment
- Ability to work effectively with minimal management guidance/supervision and communicate well with others
- Self-starter with great self-leadership
- Excellent customer service, follow through, professionalism and courtesy
- Satisfactory background checks (i.e. fingerprint, criminal history record, and motor vehicle report), as well as positive professional references are required
- Must be able to show valid proof of employment eligibility in the United States of America
- Must have a valid driver's license, daily access to reliable transportation, and proof of personal automobile insurance meeting Amani's required coverage levels

Agency Culture:

It is critical that all employees of Amani Family Services aspire to the following:

- A commitment to the agency's mission, vision, and values
- A commitment to excellence in everything we do
- A commitment to best practices as well as performance and quality improvement
- A commitment to outcomes and measured results
- A commitment to innovation and to what is possible

Agency-wide requirements: Every staff member at Amani must be committed to its mission, collaboration, cultural competence, philanthropy, and success goals, as described below:

Commitment to Mission and Organizational Sustainability

Model commitment to Amani mission and planning for sustainable organizational future of service.

Collaboration

Work with other agency members to create and continually represent a unified leadership perspective.

Cultural Competence

Open to explore his or her own assumptions about human behavior and values. Curious about the worldview of culturally different clients. Practice appropriate, relevant, and sensitive intervention strategies with persons who have a different cultural background from his or hers.

Culture of Philanthropy

A *culture* of philanthropy is each person in the organization serving as an ambassador, promoting the organization's mission and promoting giving to the agency. This position promotes a culture of philanthropy by acting as a community liaison, recruiting and retaining volunteers, and sharing client stories with Development Department.

Success Metrics

Assist the management team in working towards overall sustainability of Amani.

WORK ENVIRONMENT & PHYSICAL DEMANDS

- The CDO will operate in a professional office environment and regularly interact with staff, external stakeholders, and the Board of Directors.
- Constant exposure to office work environment, which is typically controlled, agreeable, and in a non-smoking office
- A person in this position needs to frequently move about inside the office and frequent off-site meetings
- The employee will occasionally be required to audibly address/convey information to large groups of people in an indoor setting
- Frequently communicate with others and/or express oneself via meetings, over the telephone, and through written channels
- Constantly operate typical office equipment (telephone, copier, printer, fax, computer, keyboard, etc.)
- On an occasional basis, employee may need to move items up to twenty (20) pounds
- Must be able to remain in a stationary position up to 70% of the time

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. This job description is not intended to be all-inclusive. It is understood that the employee will also perform other business duties as required by the immediate supervisor or by a person authorized to give instructions and assignments. My employer has the right to revise this job description at any time with or without notice. This document does not create an employment contract, implied or otherwise, other than an "at-will" relationship. Either my employer or I may terminate employment at any time, for any reason.

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