



JOB DESCRIPTION

Job Title: Chief Development Officer
Location: Colorado Springs, Colorado
Reports To: Executive Director

The Chief Development Officer will lead all aspects of fundraising for The USA Hockey Foundation. This includes:

- Supervising day to day operations of the Foundation, including staff
- Creating a strategic fundraising plan to meet increasing revenue goals
- Maintain a portfolio of top donors and prospects
- Coordinate senior staff and volunteer leaders' donor relationship responsibilities

Essential Functions and Responsibilities include, but are not limited to, the following:

- Lead the development team to implement a strategic gift solicitation plan for generating major gifts from high-level prospects and donors.
- Supervise the Foundation staff and development team.
- Carry a portfolio and identify, cultivate, solicit, and steward major and planned gifts including initiating and making personal visits and sending written solicitations.
- Cultivate major donors through appropriate moves management strategy.
- Coordinate and conduct donor visits as necessary.
- Plan cultivation and stewardship events for major donors and donor prospects.
- Conduct prospect research to estimate financial capacity and organization/mission affinity.
- Generate contact call reports, status updates and metrics to provide leadership with an accurate portrayal of activity and financial projections.
- Develop and maintain strong collaborative working relationships with other members of the development team.

Qualifications/Skills:

- Bachelor's degree from an accredited college or university.
- At least five years' experience in frontline fundraising position preferred.
- Direct responsibility for cultivating, soliciting and stewarding gifts of \$10,000 or greater.
- Demonstrated success in securing five- and six-figure major gifts from individual donors.
- Superior oral, written and interpersonal communication skills required.
- Proficiency with Microsoft Word, Excel, and PowerPoint; experience with fundraising software a plus.
- Excellent negotiation and closing skills. Effective and compassionate listening skills. Exceptional presentation skills.
- Hockey knowledge and experience preferred.
- Extensive travel may be required.
- Candidates with transferable skills acquired in other professional settings (i.e. sales, account and relationship management) may be considered.
- Ability to positively engage with all USA Hockey constituent groups.

Salary: \$145,000 - \$165,000

Benefits: USA Hockey offers an excellent benefits package including health, dental, and vision covered by the company (excluding a small deduction for family dental), twelve paid holidays, a paid summer break, vacation accrual of 75 hours in the first year, two personal days, 57.5 hours sick time, 403B with a 4% match after six months as well as an additional 403B deferral program.

Availability: Position available immediately

Application Procedure: To apply, submit letter of application, current resume, and list of three references with contact information in **one** .pdf file or email to jobs@usahockey.org