



## **Chief Development Officer**

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### **Opportunity Summary**

We are in search of a new Chief Development Officer (CDO) to join the senior leadership team of MetroSquash. The CDO will oversee all fundraising for the nonprofit organization:

- serving in an externally-oriented, revenue-generating, business development role
- providing staff leadership for our next campaign, which is in a pre-launch phase
- managing the development team, with responsibility for raising \$3-4 million in 2020

This is a newly created position designed to attract an experienced fundraising professional looking for their next challenge and eager for an opportunity to join a highly successful organization that is growing and evolving in new and exciting ways.

The successful candidate will report directly to the Chief Executive Officer and enjoy the full weight of an engaged Development Committee and committed Board of Directors, as well as a passionate and supportive donor community.

### **MetroSquash Mission and Vision**

For Chicagoland youth who desire and deserve more, MetroSquash combines academic support, competitive squash, and enrichment opportunities to empower students to realize their potential and make their mark. For more information about MetroSquash visit [www.metrosquash.org](http://www.metrosquash.org).

Founded in 2005 serving 10 students, MetroSquash has grown to serve over 400 students annually with a \$2.5 million budget operating at two sites – Woodlawn and Evanston. In Woodlawn, MetroSquash operates out of a stand-alone center that the organization raised \$8 million to construct in 2015.

Today, MetroSquash is working towards building locations in the Evanston and West Side neighborhoods that mirror the capacity of the Woodlawn facility, in addition to a more central location for a 'Community Squash' project. Over the next five years, MetroSquash aims to more than double the number of students served to over 1,000 annually while maintaining quality programming and measuring impact.

## **MetroSquash Philanthropy**

As the economic engine behind MetroSquash, philanthropy is essential to cover the cost of both its annual high-quality programming and capital investments. Each year, MetroSquash raises \$2.5-\$4.0 million from two signature events – a spring Cup Event and a fall Gala. It also receives grant support from private foundations, corporations and government (city of Chicago). The dedicated donor base is approximately 2,000.

Historically, fundraising has been led by the CEO David Kay and the Board of Directors with support from a team of three development staff members. Moving forward, the CDO will play a prominent role in shaping and implementing the fundraising strategy. Increasing his/her impact by engaging others, the CDO will tap into a deep passion of current donors and enlist new supporters to expand the organization’s reach and potential.

## **CDO Responsibilities**

MetroSquash is seeking a Chief Development Officer eager to:

- Oversee all fundraising as a relationship-oriented, talented fundraiser who exhibits drive and strong execution abilities
- Work closely with staff and various stakeholders, including members of the Board of Directors, major donors and funders whose support makes MetroSquash possible, connecting the dots and advancing the mission
- Lead our next major philanthropic campaign to “Expand Evanston, Launch West Side, Strengthen Woodlawn”
- Broaden the reach of MetroSquash, identifying opportunities and forging new pathways
- Offer creative solutions to strengthen the existing fundraising program and expand in innovative ways
- Be a highly collaborative and thoughtful leader, producer and champion of the MetroSquash mission and vision
- Serve as one of the key external faces of MetroSquash with a strong presence, increasing brand awareness and building on the organization’s positive reputation

Specific responsibilities include:

- I. **Thought leadership – (30%)**
  - a. As a key member of the CEO’s direct reports, serve as a valued senior leader that interacts with various individuals and groups and is a positive influence on staff across teams

- b. Act as a bridge builder by understanding the needs and priorities of MetroSquash's many stakeholders and exhibiting passion for the work that they do

II. **Campaign leadership – (35%)**

- a. In collaboration with the CEO and Board of Directors, provide the staff leadership for the anticipated capital campaign to create new locations and expand programming to more students
- b. Oversee an internal readiness plan to ensure adequate staff, information, tools and processes are in place to support the campaign
- c. Create and execute a campaign plan that will provide a successful roadmap for the expanded fundraising effort
- d. Carry a portfolio of prospects and regularly meet with donors to tell the MetroSquash story and inspire support for the campaign, and solicit gifts
- e. Engage the Board of Directors in campaign activities

III. **Fundraising leadership – (35%)**

- a. Oversee an annual fundraising program of \$2.5 - \$4.0 million generated by the two signature events, individual gifts, corporate/foundation grants and government support
- b. Staff the Development Committee of the Board of Directors and ad hoc committees for the MetroSquash Cup and MetroSquash Gala
- c. Manage a staff of three professionals, including a Development Manager, Individual Giving Coordinator and Development Coordinator
- d. Continue to build a culture of philanthropy that is donor centric and engages students, parents and staff in the process of stewarding donors
- e. Expand the non-event related individual giving program
- f. Oversee online and print marketing and communications materials, including the Annual Report
- g. Ensure the necessary systems, records, tracking, reporting and gift acknowledgment processes are in place

## Candidate Qualifications

Our CDO will be an experienced individual with at least 10 years' in a nonprofit or business environment and a minimum 5 years' in a leadership/management role. A bachelor's degree is required, and a master's degree or advanced certification is preferred.

Additional skills and attributes of sought-after candidates include:

- Fundraising experience with a record of success in leading and growing a reputable organization, nonprofit or similarly focused after school program/organization, including experience soliciting six and seven figure gifts
- Campaign experience, preferably having participated or in a leadership role for all phases, including early, middle and end, a strong plus
- Strong strategic thinking and planning skills with an ability to manage concurrent projects and priorities effectively
- An able and consistent communicator whose natural leadership abilities and work product will foster collaboration and advance fundraising and MetroSquash overall
- Outstanding interpersonal skills; flexible; adaptable
- A passion for increasing access to opportunity in low income communities and a commitment to the mission and vision of MetroSquash

## To Apply

To participate in our confidential search process, please send your application (to include both a cover letter and resume) directly for consideration to our recruiting partner Margie DeVine at [MetroSquash.DeVine@gmail.com](mailto:MetroSquash.DeVine@gmail.com). Further inquiries or questions? Please call Margie on her cell phone at 773-892-2993.

Margaret DeVine, CFRE, President  
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**DeVine Consulting**  
Fundraising Counsel | Executive Search



MetroSquash is an Equal Opportunity Employer. We offer a competitive salary and comprehensive benefits package to include medical, dental, vision, disability, 403b, paid time off, paid company holidays, professional development opportunities and more. MetroSquash is located at 6100 S. Cottage Grove Ave, Chicago, IL. 60637.