



COALITION FOR
HOMELESSNESS
INTERVENTION
& PREVENTION



CHIP partners with the Indianapolis community to advance a shared vision to end homelessness by inspiring collective action and advocating for permanent housing solutions.

We work to realize a vision of an Indianapolis where everyone has a safe, stable, and affordable home and is embraced by compassionate care and an inclusive community.

Chief Development Officer

Position Summary

The Chief Development Officer (CDO) is a key executive leadership position reporting directly to the CEO. The CDO is responsible for developing, leading, and implementing the organization's fundraising strategy to meet the defined strategic, financial, and public relations goals. The Chief Development Officer serves as the primary fundraiser for the organization and ensures a diversified and balanced funding portfolio aimed at strengthening mission impact and organizational growth. Along with the Chief Executive Officer, the Chief Development Officer serves as a public face of the organization to all donors, funders, and corporate and philanthropic partners and, as such, must operate with the highest level of integrity, credibility, and professionalism always.

Essential Position Duties & Responsibilities

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required under this role.

(1) Create and implement CHIP's fundraising and fund development strategy

- Lead and manage all aspects of the fundraising program, including individual giving, corporate sponsorships, major gifts and planned giving, and targeted campaigns.
- Develop and execute a diverse fundraising strategy, including cultivating individual, corporate, and foundation donors and prospects.

(2) Build and inspire a high-performing development team aligned with the CHIP's mission, values, and strategic priorities.

- Provide leadership and mentorship to a development team in all areas- coaching, mentorship, setting high expectations and performance goals, and holding shared accountability.
- Foster a culture of collaboration, innovation, continuous learning, and performance.
- Develop, implement, and oversee performance metrics and evaluation tools to track and meet fundraising targets and annual organizational goals.

(3) Build and execute a corporate and donor-centered strategy

- Oversee the identification, research, cultivation, communication, solicitation, acknowledgment, and stewardship of donors at all levels.
- Develop and implement a stewardship program aimed at cultivating deeper ties with donors.
- Identify and expand new grant and foundation opportunities.
- Develop and execute all appeals; write, track, and archive all communications with a long-term relationship-management approach.
- Monitor all donor information; provide and present statistical analysis/fundraising dashboard to board and executive leadership.
- Oversee and utilize the online donor database to effectively and efficiently communicate with supporters.
- Carry a significant portfolio of prospects and donors with a range of giving potential.
- Facilitate the portfolio of donors managed by our CEO (upper-tier donors/partners) and that of our Development & Community Engagement Manager (annual fund, special event logistics), equipping them to advance prospects and donors through the donor cycle.

(4) Drive awareness and engagement to expand CHIP's impact and growth

- Oversee the development of a marketing and branding strategy to support fundraising efforts, including creating collateral and media content
- Represent the organization at community events, public forums, etc. to enhance the organization's visibility and influence.
- Establish, track, and monitor appropriate metrics to assess effectiveness.

(5) Executive Leadership Team Support, Planning, and Strategy

- Work collaboratively with the CEO, the Board, and the board committees to develop and implement the organization's strategic plan and vision.
- Lead the development team's annual planning and budget process to ensure alignment with the organization's goals and strategic priorities.
- Provide regular updates to the CEO and Board on fundraising progress and challenges to ensure goals are met.
- Design data visualizations to track and show fundraising progress and gaps.
- Track budgeted revenue to actuals and develop strategies to bridge financial gaps.

Critical and Demonstrable Skills

- A demonstrated passion for the organization's mission and fundraising.
- Proven experience in building development programs and securing funding.
- Demonstrated success in team development, mentorship, and management.
- Excellent organizational skills, with the ability to manage multiple projects and deadlines.
- High level of attention to detail and accuracy in work products.
- Outstanding communication and interpersonal skills.

- Strategic thinking and ability to develop an effective long-term strategy and vision. Ability to inspire and engage others around a shared vision and strategy.
- Effecting planning skills, with the ability to successfully manage a project from start to finish within established timeframes and goals.
- Experience in the end-to-end donor experience.
- Ability to solicit at all levels- especially high-level individual, corporate, and foundation gifts.
- Effective analytical, problem-solving, and decision-making skills (can gather and analyze data and information, track trends, and draw conclusions). Able to think logically and analytically.
- Effective communication with a variety of individuals with diverse backgrounds, education, economic levels, and roles (e.g., senior management, staff members, volunteers, donors, etc.).
- Tech savvy and proficient with Microsoft 365, various CRM platforms, etc.

Education and/or Experience

Education and experience requirements include: a bachelor's degree from a four-year college or university, with a preference for a master's degree in a related field and five years of experience in fundraising and fund development. Non-profit leadership experience is strongly preferred.

Organizational Overview

The Coalition for Homelessness Intervention and Prevention (CHIP) is an Indianapolis-based non-profit organization that serves as the planning and data lead for the network of agencies providing services and housing to individuals and families experiencing homelessness. For over 30 years, CHIP has inspired a coordinated, community-wide effort to make homelessness rare, brief, and nonrecurring in Indianapolis. With a firm belief in housing as a human right and a commitment to creating a more accessible, inclusive, and equitable homeless response system, CHIP supports a collective impact approach to addressing homelessness through the following:

- Provides leadership and strategic direction to more effectively advance a coordinated response to homelessness and housing across Indianapolis.
- Unites stakeholders, partner organizations, and community leaders around a shared vision for systems change and greater impact.
- Serves as the data hub for Indianapolis and provides data to elevate impact and performance.
- Drives the narrative around homelessness and increases awareness, education, and engagement across the public, private, and philanthropic sectors.
- Advocates for policy change and policy alignment to advance and scale solutions to homelessness.
- Enhances the capacity network of providers and partners working across the homeless response system through community-building, training, facilitative leadership, and continuous quality improvement.

- Serves as the backbone agency for the Indianapolis Continuum of Care (CoC) with dedicated staff to project-manage key priorities and strategies in the Community Plan to End Homelessness.

Work Culture and Environment

CHIP has a creative, dynamic team and is dedicated to attracting and fostering talented and diverse individuals who reflect the communities being served and the communities most impacted by homelessness. CHIP has adopted a flexible, hybrid work environment that includes remote, community-based, and in-office schedules. CHIP staff are required to be in the office and/or in the community a minimum of two days a week. To further support staff and provide time for renewal and rest, CHIP closes the office twice a year for paid holidays- one week in July and one week in December.

Note: This position does require some travel and may require evening and weekend availability for specific events or meetings with funders, donors, and other stakeholders.

Position Leader: Chief Executive Officer

Position Leads: Communications and Engagement Manager and/or Marketing Coordinator.

Salary: High \$80's to low \$90's

Benefits: This position is eligible for a comprehensive benefits package, which includes medical, dental, and vision insurance; life insurance; long-term disability; 401(k) match; a minimum of 11 paid holidays; and 18 days Paid Time Off (PTO).

CHIP is committed to implementing an equitable and inclusive culture. Successful candidates will commit to creating and supporting an equitable and inclusive workplace, including but not limited to racial equity, accessibility for individuals with disabilities, use of gender-inclusive and person-centered language, and cultural awareness and sensitivity.

CHIP - Equal Opportunity Employer