Position Title: Chief Development Officer  
Department: Development  
Reports to: CEO

About San Francisco General Hospital Foundation
San Francisco General Hospital Foundation is a dynamic and growing nonprofit organization dedicated to promoting research, education and care for all at the Priscilla Chan and Mark Zuckerberg San Francisco General Hospital and Trauma Center (ZSFG). Zuckerberg San Francisco General is the only provider of trauma (Level 1) and 24-hour psychiatric emergency services for 1.5 million people in San Francisco and northern San Mateo counties.

A comprehensive medical center, Zuckerberg San Francisco General provides quality health care with compassion and respect to 100,000 inpatient and 500,000 outpatient visits per year, including some of San Francisco’s most vulnerable. In addition, Zuckerberg San Francisco General is one of the nation’s top tertiary academic medical centers conducting clinical training and research.

In 2016, Zuckerberg San Francisco General opened a brand new acute care hospital and the Foundation concluded a successful multi-million dollar capital campaign. This candidate will be joining the Foundation at an exciting time as it continues to grow and advance public health in San Francisco. For more information about the Foundation and Zuckerberg San Francisco General, please visit: sfghf.org.

POSITION DESCRIPTION
Reporting to the Chief Executive Officer (CEO), the Chief Development Officer (CDO) serves as a key senior leadership team member and an active participant in making strategic decisions affecting the San Francisco General Hospital Foundation (Foundation). In close partnership with the CEO, this position is responsible for overseeing all fundraising and development, and grantmaking activities for the Foundation.

S/he will have primary responsibility for designing and executing a comprehensive plan, along with the infrastructure needed, to increase revenue through the solicitation of major donors, individual, institutional and corporate philanthropic support, special events, and other techniques. The successful candidate will also forge new external relationships to build the Foundation’s visibility, impact, and financial resources.

S/he is responsible for the strategy and organization of policies and programs concerning all aspects of the fundraising process including, but not limited to, annual fund, major gifts, capital campaign, planned giving, and long-range development planning. The CDO will have responsibility over the Development Director of Institutional and Corporate Giving, and Development Director of Major Gifts and Individual Giving. Additionally, the CDO will oversee the Foundation’s responsive and strategic grantmaking program. The CDO will also carry her/his own major gift portfolio and will
advance the CEO for leadership level fundraising. The work of the CDO is directed to the advancement of deeper understanding, greater service and more generous financial support for the Foundation.

The CDO is responsible for the execution and supervision of an effective and well-integrated fundraising plan. S/he will be charged with overseeing the daily implementation of all fundraising efforts and will work in direct collaboration with the VP, Communications and Marketing to ensure effective coordination between Marketing and Development and consistent messaging about the Foundation to steward donors and communicate the impact of the Foundation’s work.

The CDO works closely with the Chief Financial Officer to insure thorough and accurate financial reporting, compliance and budget forecasting in all categories of fundraising and financial support. Revenue streams include restricted and unrestricted, annual and multi-year and other complexities related to the relationship with the ZSFG and UCSF.

S/he will provide leadership to a growing development staff and build, nurture and motivate a creative, focused and high performing team. Directly reporting to the CDO is the Development Director of Institutional and Corporate Giving and the Development Director of Major Gifts and Individual Giving who each oversee a small team of staff.

S/he will balance his/her management role with the frontline cultivation, solicitation and stewardship of major and leadership level donors. Working closely with the CEO and the Board of Directors and Chair of the Development & Stewardship Committee, this position will play an integral role in helping to establish the Foundation’s annual and strategic long-term philanthropic priorities.

**Principal Responsibilities**

**Goals, Strategy and Accountability**

- Oversee creation, implementation and evaluation of a comprehensive Development plan, which includes measurable goals and objectives to secure annual, major, capital and endowment support
- Provide direct support to CEO and the Board of Directors in developing philanthropic priorities, goals and strategies for the Foundation.
- Provide regular reports of fundraising progress to keep the CEO, Board of Directors and committee members informed of progress towards goals.

**Fundraising and Grantmaking**

- Personally solicit, in close collaboration with the CEO and Board of Directors, a portfolio of 5, 6 and 7+ figure major annual, capital and planned gifts
- Accept primary responsibility for managing a portfolio of top donors and prospects, engaging CEO, other Foundation staff and volunteer leaders, as appropriate
- Oversee and serve as thought partner with the Development Director of Institutional and Corporate Giving and the Development Director of Major Gifts for responsive and strategic grantmaking activities of the Foundation
- Fully integrating donor prospecting, cultivation, stewardship and moves management strategies for annual givers, major donors, corporations and foundations

**Board and Development Committee**
- Responsible for the Board Development and Stewardship Committee working in tandem with the CEO
- Support and promote the work of Board as it relates to fundraising and cultivating outstanding volunteer leaders
- Responsible for strategic direction working with CEO, development staff and board committees related to signature events

**Administration, Management and Systems**
- Serve on the senior leadership team
- Recruit, develop and supervise a team of fundraising professionals who will implement the programs and activities necessary to achieve the development plan of the Foundation
- Ensure effective communication among Foundation staff and guarantee that the momentum of all fundraising programs is maintained
- Create and oversee the implementation of systems and strategies to increase donor engagement
- Ensure accuracy and integrity of donor database CRM (Raisers Edge) in close collaboration with the Database Administrator
- Manage consultant and vendor contracts

**Qualifications**
The CDO will be a dynamic development professional with ten years of progressive fundraising experience. The ability to develop and implement strategies for major gift solicitation will be critical to the success in this position. In addition, the successful candidate will possess the following:

- Bachelor’s degree
- At least 10 years fundraising and development experience in progressively responsible leadership positions with at least five years in a senior leadership role overseeing operational and performance outcomes
- Commitment to the mission of the Foundation, and supporting a public health hospital operating in a complex governmental and academic environment
- Verified track record of meeting or exceeding measurable fundraising goals in a medium to large, fast-paced nonprofit environment
- Strong background managing all aspects of fundraising including high net worth individuals, foundation and corporate relations, grants, print and digital communications
- Team player who will productively engage with others at varying levels of seniority within and outside the Foundation
- Supervisory and management experience; demonstrated team leadership
- Experience creating budgets and forecasting revenue
Exceptional verbal and written communication skills and strong organizational skills
- Experience with Blackbaud Raiser's Edge, a plus
- Fundraising experience in a hospital or health care setting, a plus
- Possesses a strong curiosity to learn and a great sense of humor

Compensation and Application Information
San Francisco General Hospital Foundation offers a competitive compensation package based upon experience, and benefits including medical, dental and vision insurance as well as professional development opportunities, 403(b) retirement plan, commuter discounts and vacation.

Please submit a resume and cover letter to jobs@sfghf.org with your first and last name and Chief Development Officer in the subject line. Due to the high volume of applications, please refrain from telephone calls, visits, faxes or emails (other than submissions) to the Foundation directly.