CHIEF DEVELOPMENT OFFICER

Reporting to: Executive Director of the Monroe Institute

Location: Faber, Virginia

About the Monroe Institute:

The Monroe Institute (MI) is a non-profit organization with a goal of achieving the global awakening of human consciousness. To achieve this goal, we offer self-taught online courses, fully guided week-long online courses and residential courses in two facilities on our campus in Faber, Virginia, USA. In addition, we offer, over 100 off-campus programs throughout the U.S., Europe, Latin America and Asia. The Monroe Institute uses a sound technology called Monroe Sound Science that was founded on audio technologies created by Robert Monroe more than 40 years ago. The audio technology has evolved to include more than 50 different techniques to inspire unique experiences. MI also conducts research to prove the technology works and understand how it works. We are also in a significant growth phase as we launch the MI mobile application called Expand.

Job Summary:

The Chief Development Officer fosters a culture of philanthropy within the organization. Assures that the organization’s corporate culture, systems and procedures support fund development and vice versa. Leads staff and volunteers to institutionalize philanthropy and fund development within the organization. Plans, coordinates and assures implementation of strategies to develop donors and contributions to support the organization. Assures development and maintenance of appropriate systems to fund development including but not limited to volunteer and donor management, research and cultivation, gift processing and recognition. Maintains accountability and compliance standards for donors and funding sources.

Responsibilities:

- Formulates short- and long-term goals concerning the fundraising efforts of the organization
- Develops actionable strategies for meeting and exceeding those goals through grants, sponsorships, gifts, donations, and fundraising events.
- Structures the resource development team to best approach a variety of financial development goals.
Ensures that philanthropy and fund development are carried out in keeping with the organization’s values, mission, vision and plans.

Serves as primary contact for all fundraising events, coordinating vendors and food volunteers. Creates schedules for each.

Oversee the organization’s grant and report writing, and coordinate the process with the Executive Director and relevant staff.

Coach, support and encourage the Board’s development efforts.

Prepare development reports including plans, accomplishments, and challenges for the Executive Director in advance of board meetings.

Keeps informed of developments in philanthropy and fund development as well as the general fields of management and the not-for-profit sector; informs the chief executive officer, development committee(s) and board on current trends, issues, problems and activities in order to facilitate policy making.

Recommends policy positions concerning fund development.

Fosters relationships with current and potential donors by meeting with participants weekly in both the online and residential courses.

**Qualifications:**

- Bachelor’s degree and a minimum of 5 years fundraising experience; including short and long-term planning, evaluation, directing and motivating staff, oral and written communication skills, marketing and financial management, values clarification, organizational behavior and development, and governance.

- Demonstrated history in leadership, project management, public relations, group facilitation, or event planning.

- Knowledge and experience in the nature of philanthropy, ethics, motivations for giving and volunteering, research and cultivation practices, standard fundraising techniques including face-to-face solicitation, proposal writing, special events, telephone solicitation, and direct mail, and, development office functions including gift processing, prospect and donor histories, and fundraising reporting.

- Membership in a professional fundraising association. Baseline certification in fundraising, CFRE is preferred.

- Strong interest in human consciousness development.

**Salary:** To be negotiated.

If you are interested in a position as listed below then send an email to careers@monroeinstitute.org along with a PDF of your resume. We will contact you if we are interested in setting up an interview with you.

Thank you for your interest!