



Job Title: Chief Development Officer (CDO)

Location: Remote/Hybrid in the United States

Employment Type: Full-Time

Compensation: Salaried at \$200k - \$250k + benefits package

About Opus 1 Foundation

Opus 1 Foundation is a 501(c)(3) public charity committed to using the power of the arts to raise awareness and create impactful solutions to global issues. Our mission is to empower communities through creative projects that highlight today's and tomorrow's most-pressing challenges, foster dialogue, and drive change. By 2025, Opus 1 Foundation aims to impact over 100,000 individuals globally, with a focus on education, economic development, health and well-being, climate change and environmental sustainability, and internal relations through arts-based initiatives.

Learn more: <https://www.opus1foundation.org>

Role Summary

The **Chief Development Officer (CDO)** plays a pivotal role in driving the growth and sustainability of Opus 1 Foundation by leading the development and execution of comprehensive fundraising and donor engagement strategies. Reporting to the CEO, the CDO is responsible for building and maintaining strong relationships with donors, partners, and stakeholders while overseeing the organization's fundraising, grants, and sponsorship activities. This position requires a strategic, results-driven leader who thrives on creating impactful partnerships and fostering a culture of excellence within the organization.

Key Responsibilities:

Fundraising Strategy and Leadership

- Develop and execute a comprehensive fundraising strategy aligned with Opus 1's mission and goals.
- Identify and cultivate new funding opportunities, including individual donors, corporate sponsors, and institutional grants.
- Oversee annual fundraising campaigns, major gift programs, and special events to meet or exceed revenue targets.
- Work collaboratively with the CEO and board to identify high-impact opportunities for donor engagement and investment.

Donor Relations and Stewardship

- Build and sustain strong relationships with current and prospective donors, ensuring a personalized and meaningful engagement experience.
- Create tailored cultivation and stewardship plans for major donors to enhance long-term commitments.
- Lead efforts to recognize and celebrate donor contributions through thoughtful acknowledgments, events, and reporting.

Grants and Institutional Giving

- Oversee grant research, application processes, and reporting to secure funding from foundations, government agencies, and other institutional donors.
- Establish relationships with grant-makers, ensuring alignment with their funding priorities.
- Track and evaluate grant performance, ensuring compliance with reporting requirements.



Team Leadership and Collaboration

- Lead and manage the development team, providing clear direction, support, and professional development opportunities.
- Collaborate with the COO and other executives to align fundraising strategies with organizational operations and goals.
- Partner with the marketing and communications team to develop compelling messaging and materials that support fundraising initiatives.

Data Management and Reporting

- Oversee the management of donor databases, ensuring accurate records and comprehensive donor profiles.
- Track and analyze fundraising metrics to evaluate performance and inform future strategies.
- Provide regular reports to the CEO and board on development activities, progress toward goals, and fundraising trends.

Qualifications and Skills:

- Bachelor's degree in Management, Business, Marketing, or a related field required; advanced degree preferred.
- Minimum 8-10 years of experience in nonprofit fundraising or development, with at least 5 years in a leadership role.
- Proven track record of securing significant gifts from individuals, corporations, and foundations.
- Experience building and managing successful donor pipelines and major gift programs.
- Familiarity with arts-based organizations or social impact initiatives is a plus.
- Exceptional interpersonal and relationship-building skills, with a focus on donor engagement.
- Strategic thinker with the ability to translate goals into actionable plans.



- Strong leadership and team management abilities, fostering collaboration and accountability.
- Excellent written and verbal communication skills, including storytelling and proposal writing.
- Proficiency in donor management systems and fundraising technology.

Why Join Us?

- Be part of a visionary organization at the forefront of arts, advocacy, innovation and impact.
- Work in a creative and collaborative environment that values free-thinking, diverse perspectives, bold action and inclusivity.
- Contribute to transformative projects & program that make a tangible difference in communities worldwide.

To Apply:

Please submit your resume, cover letter, and portfolio of relevant work (if applicable) to the office of the CEO: **director@opus1foundation.org**.

Opus 1 Foundation is an equal-opportunity employer. We celebrate diversity and encourage applicants of all backgrounds to apply.