

USTA

PACIFIC NORTHWEST

POSITION DESCRIPTION

Position Title: Chief Development Officer

Reports to: Chief Executive Officer

Location: Pacific Northwest, USA (Remote within OR, WA)

Status: Full-Time, Salary, Exempt

Do you want to work at an innovative, entrepreneurial, non-profit organization? Are you motivated to give back to communities and to provide programs and services that positively impact youth, teens, adults, and multi-generational families? USTA PNW is looking for a **Chief Development Officer** to work in making our exciting 10-year philanthropic vision a reality by building relationships and supporting, nurturing and growing a culture of philanthropy. This position reports to the Chief Executive Officer.

Established in 1904, the United States Tennis Association Pacific Northwest (USTA PNW) is a 501(c)3 non-profit organization working to promote and develop the growth of tennis by providing access for all. As one of the 17 sections of the USTA, the national governing body of the sport of tennis, USTA PNW serves over 25,000 individual adult and junior members, 200+ tennis facilities, and provides low-cost RecTennis afterschool and summer programs to 40,000 participants. USTA PNW has cultivated over 300 community partnerships including schools, public parks, recreation and shared spaces across four states.

To expand accessible play opportunities and to continue to ensure cost is not a barrier to entry, USTA PNW also manages and operates indoor tennis facilities. Vancouver Tennis Center, a 9 indoor and 4 outdoor court facility, and Galbraith Tennis Center, a six indoor court facility, provide an industry-best experience and give back to the surrounding community all at an affordable cost. Learn more at www.ustapnw.org.

Four years ago, our organization launched fundraising activities that included efforts with individual donors, sponsors, grant-writing, and special events. As a result, we have developed a deep pool of databases, tools, staff experience, granting body partners, individual donors, sponsors, and pilot program success. Additionally, and perhaps most importantly, we learned that our message of “Tennis is a vehicle that can transform lives” resonated with donors and sponsors. We continually heard stories of how tennis promotes life-long fitness and wellness, instills leadership and sportsmanship, teaches teamwork and life skills, and builds stronger families and healthier communities. Our primary call to action is seeking support to provide

accessibility of tennis to children in every neighborhood across our section.

Given this success in terms of establishing a baseline of funds raised and engagement with prospective supporters, we are now ready to build on this momentum and take our efforts to the next level. The newly created CDO position will lead and develop the strategies, pathway, and ongoing steps needed to achieve our resource development vision.

With resource development identified as one of our organization's core strategic priorities, the CDO position will have significant organizational support, including a motivated Board of Directors, executives with fundraising experience, 1.3 million tennis consumers, an organizational wide staff of over 500 (including full-time, part-time, seasonal) with a program and service footprint covering four states (Oregon, Washington, Alaska, Idaho), access to leverage large locally economic-generating championship events, access to US Open assets in New York, and deep partnerships within the sports industry, municipalities, school districts, and general community.

The Chief Development Officer position will lead and develop the strategies, pathway, and ongoing steps needed to achieve our resource development vision.

MAJOR DUTIES Perform duties including, but not limited to:

Strategy – Develops and continually updates a multi-pronged development strategy and annual plan with budget for fundraising targeted to different audiences and across many communication platforms. The strategy includes: individual donors (cultivation, acquisition, recognition, stewardship); sponsorships (cultivation and fulfillment), grant-writing; and special events.

Execution – Personally executes against and implements the Annual Plan, including ambitiously cultivating prospective donors and sponsors.

Management – Provides oversight of and scales the development and marketing departments with overall responsibility for its management, administration, strategic direction and results. This includes directly supervising and empowering the work of the fundraising and the marketing/communications teams and managing external vendors contracted to address outsourced activities.

Support – Acts as the organization's agent in fundraising meetings and communications with leadership, volunteers, legislators and stakeholders, and provides support to the Board of Directors, CEO, and COO for all aspects of fundraising outreach.

Spokesperson – Serves as the chief liaison for media inquiries, develops communication plans, and is a lead spokesperson for the agency; including coordinating outsourced vendors as needed.

SUPERVISORY RESPONSIBILITIES

This position will oversee the Fundraising Department (Director of Development & Fundraising, Grant Writer Vendor, and scaled staffing needs). The Chief Development Officer also oversees the Marketing Department (Manager of Marketing and Communications, Marketing Coordinator, Social Media Content Creator, PR Vendor, and other marketing staff as related to expanding

fundraising and mission message).

INTERNAL RELATIONSHIPS

Works primarily and directly with the Executive Director and Chief Operating Officer, as well as other Team Members. Interfaces regularly with leadership and the Board of Directors and Directors Fundraising Committee. Interfaces with Salesforce Implementation team.

EXTERNAL RELATIONSHIPS

Maintains high quality customer service with vendors, customers, and the public – especially as it relates to philanthropic needs.

TRAVEL DEMANDS

Some travel across the Pacific NW to promote the organization's philanthropic needs, meet with USTA PNW Member Organizations, and/or support USTA PNW events; attend various events, meetings, and training, as needed.

KEY PERFORMANCE INDICATORS

When reviewing this position during the year, the following will serve as performance indicators:

- Performance Reviews performed by Supervisor.
- Achievement of specific objectives for areas of responsibility.
- Evidence of performance of major duties.
- Evidence of performance as a productive team member.
- Evidence of effective internal and external relationships.
- Evidence of delivering the USTA PNW mission.

QUALIFICATIONS

- Entrepreneurial and innovative spirit with a builder mentality.
- Minimum of a Bachelors' degree. Masters degree preferred.
- Minimum of three years' experience in development, marketing and/or public relations that will include a mix of gift cultivations, solicitations, special event planning and corporate relations experience.
- Donor database experience. Salesforce experience preferred.
- Demonstrated track record of success personally cultivating, soliciting, closing and stewarding gifts from individuals, corporations or comparable experience and skills.
- Demonstrated understanding of marketing mix, brand development, story-telling, and aligning marketing goals with fundraising and global organizational strategy
- Excellent written and verbal communication skills, including grant writing and public speaking experience, and ability to develop and manage relationships with diverse audiences.
- Demonstrated management and strategic planning skills, preferred.
- Computer competency in Microsoft Office programs and Google Suite.
- Database familiarity, especially with Salesforce and Tableau-reader.
- Strong listening and communication skills.
- Project Implementation/Management: ability to execute and prioritize multiple projects to meet aggressive deadlines supporting multiple brands and partners across multiple channels.

- Experience working with geographically dispersed teams with a high level of commitment and persuasive influence. This is a position serving matrices of people and partners.
- Extremely detail-oriented, highly organized with excellent time management skills. We need someone who is self-directed and able to multitask.
- Exceptional interpersonal and communication skills with the ability to communicate clearly, concisely and effectively with peers, partners and senior management.
- Team player with a positive attitude, excellent interpersonal skills and a focus on problem solving.
- Must thrive in a dynamic, entrepreneurial work environment that is growth oriented, fast-paced and serves multiple brands and channels of distribution.

CONDITIONS OF HIRE

- This position serves the Pacific Northwest Section (Oregon, Washington, Alaska, and parts of Idaho). The CDO role will be required to reside in Oregon or Washington.
- Must have the ability to continually pass a background check.
- Must complete the USTA Safe Sport online education course. Link provided with offer of employment. Initial online course takes approximately 90 minutes.
- Must sign the USTA PNW Offer Letter, Employee Handbook, and all required policies and procedures upon hire.

PHYSICAL REQUIREMENTS + WORK ENVIRONMENT

- This job operates out of a home office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, and filing cabinets.
- This position will sometimes, but not often, need to work evenings and/or weekends based on event calendar and needs.
- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job with reasonable accommodations given.
- This position requires the ability to occasionally lift office products and supplies, up to 20 pounds.
- The ability to carry out repetitive motions regularly.
- The USTA PNW will comply with the Americans with Disabilities Act, and all amendments thereto, as well as any similar state laws and regulations. The USTA PNW will not discriminate on the basis of disability and will not regard any employee as having a disability.

COMPENSATION AND BENEFITS

- Base salary starting at \$125,000 annually. Compensation commensurate with experience.
- Bonus eligibility determined annually.
- 144 hours of Paid Time Off annually.
- This position is eligible for Employer-Paid (per the current plan rules) Short-term and Long-term disability, Life Insurance, and AD&D coverage supplied to all eligible staff the first of the month after 60 days of employment.
- Opportunity to opt for Employer-Paid Employee Health, Dental, Vision insurance per current standards and plan rules. Employee contribution to payment for benefit plans is determined annually. Eligible to employees the first of the month following 60 days of employment.

- Eligibility for other benefits, including 401k will take place per plan rules.
- Opportunity to participate in flexible spending plans for healthcare and dependent care the first of the month following 60 days of employment.

INSTRUCTIONS ON HOW TO APPLY

Candidates must submit both a **resume** and a **cover letter** directly at the following website: [USTA PNW Careers Page](#).

USTA PNW is proud to be an Equal Opportunity and Affirmative Action employer. We do not discriminate based upon race, religion, color, national origin, sex (including pregnancy, childbirth, or related medical conditions), sexual orientation, gender, gender identity, gender expression, transgender status, sexual stereotypes, age, status as a protected veteran, status as an individual with a disability, or other applicable legally protected characteristics. USTA PNW is committed to providing reasonable accommodations for candidates with disabilities in our recruiting process. If you need any assistance or accommodations due to a disability, please let us know via email or phone at 503-718-3326.