



**National Law Enforcement Officers Memorial Fund
Job Description**

Position: Chief Development Officer
Reports to: Chief Executive Officer

The National Law Enforcement Officers Memorial Fund (NLEOMF) seeks a dynamic and inspired Chief Development Officer to steer its fundraising efforts and secure commitments from the next generation of patrons in support of NLEOMF's singular mission to honor the fallen, tell the story of American law enforcement, and make it safer for those who serve.

The Organization:

Headquartered in the nation's capital, NLEOMF is dedicated to inspiring all citizens to value law enforcement and the vital role it plays in society. NLEOMF maintains the National Law Enforcement Officers Memorial – the nation's monument to law enforcement officers killed in the line of duty – and oversees the largest, most comprehensive database of line-of-duty officer deaths. More recently, NLEOMF developed, built, and in 2018, opened the National Law Enforcement Museum, adjacent to the Memorial in Washington, DC, to visually elevate and advance the stories of American law enforcement through changing exhibitions, collections, research, and education.

NLEOMF advances its work through the following programs and services:

- Oversight of the National Law Enforcement Officers Memorial in cooperation with the National Park Service;
- Operations and programming for the National Law Enforcement Memorial and Museum, strengthening the relationships between law enforcement officers and the communities they serve, and advancing the safety and wellness of law enforcement;
- Active ongoing research related to officer fatality trends and key issues, serving as the designated national clearinghouse for information about law enforcement line of duty fatalities;
- Functioning as the principal organizer of National Police Week and the 5K Run for the Badge and formally engraving the names of fallen officers on the Memorial for a dedication during the annual Candlelight Vigil, along with a host of other ceremonies and events at both the Memorial and Museum.

Incorporated in 1984 as a non-profit tax-exempt 501(c) (3) organization, NLEOMF has a staff of nearly 50 employees including those at the Memorial and the Museum and is governed by a 24-person Board of Directors. NLEOMF's annual budget is \$22M, the majority of which is comprised of public and private

contributions, supplemented by program revenue, government grants, and investment income. For more information, please visit <https://nleomf.org>.

The Position

Reporting to the Chief Executive Officer, the Chief Development Officer (CDO) is an integral leadership team member responsible for the implementation of NLEOMF's fundraising and donor engagement strategies for the Memorial, Museum, and in support of Officer Safety and Wellness initiatives. The position collaborates closely with the Development Committee Chair of the Board of Directors, other Board committees, and senior staff as a strategic and innovative thought-partner and team leader in institutional planning and development. This critical role offers an opportunity for the right individual to harness the momentum and civic imperative of this time to engage a new generation in recognizing and supporting the vast positive contributions of law enforcement in society at large. The CDO will work alongside a seven-person senior leadership team, including the CEO, and supervise a development team of five full-time staff.

NLEOMF has had great success with its direct mail and digital mail campaigns. Additionally, over the past two years, NLEOMF has built a highly successful Corporate Partner Program resulting in over \$1M in annual revenue.

Key Responsibilities

The CDO's primary responsibilities include:

Strategy & Fund Development Planning

- Providing strategy and oversight for the development, implementation, and execution of all fund development initiatives working closely with the CEO, Development Committee, and Development staff.
- Actively engaging in the strategic planning process, translating initiatives into measurable, achievable goals for the Development Department, including annual written Department and staff goals.
- Working collaboratively with the CEO, ensuring multi-million-dollar annual fundraising targets are met and stewarded with the utmost integrity and a high level of responsiveness.
- Engaging and empowering the Board Development Committee to deliver a high level of support in cultivation and donor identification efforts to meet Board fundraising goals.
- Supervising and strengthening a development staff of five, providing oversight, strategic guidance, and appropriate delegation with an eye on engagement, accountability, and talent development. Areas of emphasis include prospect research, major gift solicitation, new cultivation strategies for younger and diverse donors, planned giving, and effectively stewarding current and prospective donors.
- Overseeing operating and capital program budgets in coordination with Finance.
- Creating and refining development policies and procedures and ensuring that all development activities comply with department and legal requirements, including relevant tax law.
- Providing personal management to a small portfolio of high-level prospects, among other duties as assigned.

Communications

- Ensuring deliverables are met for comprehensive campaigns and increasing the stature of the Museum as an outstanding, impactful, and unique philanthropic cause in the community.

- Developing and supervising the preparation of creative, individually tailored written and/or alternative media presentations for solicitations and campaigns including written proposals, project budgets, recognition packages, interim and final reports, benefit delivery, and other support materials that enhance presentation impact.

Relationship Management

- Partnering with marketing and events team, appropriate Museum staff and donor staff in the planning and execution of various Memorial and Museum donor-related events.
- Establishing and measuring quality and risk standards with legal and financial counsel

Experience and Attributes

- Passion for and connection to the work advanced through NLEOMF.
- A proven track record of raising significant funds (\$10M+) from individuals and corporations by mobilizing staff and board resources, communicating with key foundation leaders, and cultivating and stewarding prospects for pipeline development. Experience leading and managing capital campaigns is a plus.
- A minimum of 10 years' experience directing development efforts and staff in a nonprofit organization.
- Demonstrated understanding of fundraising, its applications, and growth experience including innovative strategic thinking, attention to detail, and focus on implementing strategy to produce results.
- Ability to nurture the organization's culture of philanthropy and infuse development and donor stewardship ethics.
- A masterful communicator, exceptional writer, and excellent listener with a strong ability to build trust among a wide range of constituents.
- Excellent senior management experience including organizational oversight and supervision.
- A team player with a "can do" attitude, a good sense of humor, and professionalism in a fast-paced environment; ability to recruit, manage, and motivate a dynamic fundraising team.
- Sensitivity and experience that speaks to an awareness and understanding of best practices around Diversity, Equity, and Inclusion and demonstrated experience upholding those practices in the workplace.
- Knowledge or working experience with law enforcement a plus.
- Demonstrated ability to effectively work with donor databases.
- Bachelor's degree required, Master's degree preferred.
- Certified Fund Raising Executive (CFRE) a plus.

This position requires moderate travel throughout the country. A flexible hybrid work arrangement is possible; the ability to work at the Museum in Washington, DC is a plus. The salary range for this position is \$150-180K. A generous package of employee benefits is also offered along with other generous incentives.