



## Job Posting

**Position Title:** Chief Development Officer

**Direct Supervisor:** CEO

**Employment Type:** Full-Time Exempt  
(40 hours/week)

**Position Posted On:** April 17, 2024

**Salary Range:** \$175,000 - \$200,000

**Location:** Hybrid, within commuting distance to  
Westport, CT

**Position Start Date:** as filled

### Position Summary

Embark on a transformative journey as an entrepreneurial leader at Horizons National, a rapidly growing nonprofit network committed to advancing educational equity. We are seeking an experienced and strategic Chief Development Officer to propel our organization to new heights. This dynamic role involves crafting innovative development strategies, fostering collaborative partnerships, and overseeing a talented team to enhance our impact and serve more children and families. The position is hybrid, based in the U.S., working frequently (1-2 times per month) in Westport, CT. Candidates must reside within commuting distance to Westport, CT.

### About Horizons

At Horizons, we envision a future in which every child thrives. Horizons National is the central office of a nation-wide network of education programs that advance educational equity by building long-term partnerships with students, families, communities, and schools to create inspiring learning opportunities outside of school. Horizons affiliates, along with Horizons National (HN), make up the Horizons Network: a powerful community dedicated to increasing opportunity for children from communities that have been historically, systemically, and structurally under-resourced. Horizons' hallmark 6-week summer program engages over 7,100+ students annually from Pre-K through high school, who return to the program each year for project-based literacy, art, and STEM, field trips, swimming, healthy living, and community building in a joyful, supportive environment.

The first Horizons program began in 1964 in response to the Civil Rights Movement. The original program helped local students accelerate learning and broaden their experiences, including learning to swim. In 1995, Horizons National (HN) was formed to spread the successful model to more communities. Today, there are 70 Horizons sites in 20 states, and the Network continues to expand every year. In addition to program expansion, HN is responsible for supporting Horizons affiliates with a suite of training and resources, professional development, peer-led communities of practice, and Network convenings including the Horizons National Annual Conference.

### About Horizons National

At Horizons National, we have two primary roles: to expand the Horizons Network and to support and provide quality assurance to affiliates. The Horizons National staff is small and mighty and motivated by our mission, working collaboratively across teams to ensure that we achieve our goals. Each staff member contributes their unique strengths to the organization and has continued opportunities to learn, share ideas, take innovative



risks, and think strategically. Just as we work to ensure caring, welcoming environments for Horizons students, we prioritize the well-being of our staff - offering flexible work schedules, generous benefits packages, remote work options, various communication channels, and opportunities to connect with colleagues remotely and in-person.

## Our Commitment to Equity, Diversity, Inclusion, and Belonging

As an organization whose central purpose is to mitigate inequities in education, Horizons is committed to Equity, Diversity, Inclusion, and Belonging (EDIB), and we strongly denounce racism, sexism, and discrimination of any kind. Our [Equity Framework](#) guides our work, underpins all of our staff and board planning, and we commit to ensuring that all members of the Horizons community have the opportunity to flourish. All staff members of Horizons National are expected to engage in thoughtful discussions, be self-reflective, and be willing to challenge themselves and others to learn and grow continuously. We are eager to welcome future HN team members who share our commitment to EDIB, and we strongly encourage individuals from diverse backgrounds to apply.

## Position Primary Responsibilities

**Key Responsibilities:** As the Chief Development Officer, you will collaborate closely with the Horizons National Board, the CEO and staff, and affiliates nationwide. Primary responsibilities include:

1. **Development Strategy Leadership:** Spearhead the formulation and execution of strategies to diversify funding sources, set vision and goals for development, and manage a portfolio of programs, partnerships, and relationships. Develop strategies for major gifts and fundraising collaboration with affiliates.
2. **Team Management:** Grow a team that supports annual fundraising of at least \$5M, covering individual giving, corporate partnerships, and events, including the annual Horizons Giving Day. Inspire team cohesion, and an open and creative team culture that is not siloed within the organization.
3. **Results-Driven Operations:** Optimize internal processes, including Salesforce CRM, to foster a data-driven, results-oriented culture within the team, emphasizing clear goals and transparent accountability.
4. **Collaboration and Communication:** Collaborate with the Chief Executive Officer, Board of Directors, and fellow members of the Management Team on resource development for HN and the Horizons Network. Communicate effectively and publicly to raise awareness and attract resources.
5. **Strategic Planning:** Be a leading voice in the execution of the current, and development of future, strategic plans; creating development objectives to support the organizational vision.
6. **Financial Oversight:** Work in partnership with the Sr. VP of Finance and Operations to oversee the fundraising budget, actively managing revenue risk and potential to ensure alignment with operational budget objectives and plan goals and communicate effectively to the board.

## Ideal Candidate Qualifications and Experience

At Horizons National, we know there are countless ways to learn, grow, and excel professionally. We respect the diversity of experience, skill set, and perspectives of each applicant. We want to get to know the unique strengths and lived experiences you bring to your work. We are most likely to be interested in your candidacy if you exhibit the majority of qualifications and experiences listed below.



To thrive in this role, you will have these qualities:

- Passion for education equity and a commitment to the mission of Horizons National.
- Curiosity that drives you to keep current on fundraising trends and best practices.
- Enthusiasm for engaging in Equity, Diversity, Inclusion, and Belonging.
- An approach that values innovation, continuous improvement, and life-long learning.
- Excitement about working collaboratively across organizational and Network-wide teams to achieve common goals.
- An eagerness to contribute on an individual level balanced by a commitment to humility that drives you to recognize and celebrate the contributions of others.
- A genuine sense of humor and a strong sense of self.

This kind of experience:

- At least fifteen years of demonstrated success in meeting or exceeding fundraising goals, and recent success with raising at least \$5M annually and/or a capital campaign of \$20M.
- Experience in fundraising within a federated nonprofit organization without a strong alumni base.
- Track record of consistently expanding the donor base by identifying new revenue sources, including foundations, major gifts, and corporate partnerships with a high rate of convergence.
- Demonstrated ability to cultivate donors and build strong relationships over time as evidenced by a high rate of donor retention.
- At least 10 years' experience working with and inspiring a Board of Directors.
- Experience working directly with people from diverse racial, ethnic, and socioeconomic backgrounds.

And these capabilities:

- Excellent verbal, written, and public speaking communication skills.
- Proficiency with and enthusiasm for Salesforce or similar CRM reporting and tracking tools.
- Flexible and adaptable working style, proactive and reliable.
- Ability to work effectively under pressure in a fast-paced environment.
- Self-discipline in a remote work environment- to be focused, self-driven, and able to communicate across different channels.
- Proven ability to lead a team of professionals, board members, and consultants.

### **Compensation and Benefits**

- \$175K-\$200K Annually
- Generous Paid Time Off with Paid Holidays
- Medical/Dental/Vision Coverage
- 401k with Company Contribution
- Long-Term Disability and Life Insurance
- Short-Term Disability and Personal Leave
- Telecommuting Opportunities and Flexible Work Schedules
- Professional Development
- Commitment to Equity, Diversity, Inclusion, and Belonging

### **Application Process**

- Interested applicants are required to attach a cover letter, a resume and answer the questions via the link below:  
<https://www.cognitofrms.com/HorizonsNational1/ChiefDevelopmentOfficer>
- No phone calls please.
- Cover letters should address why you are the best candidate for this position.



- Selected applicants will be contacted to set up an interview.
- Interviews will be scheduled on a rolling basis and may include phone or video, with one or more Horizons National staff and board members.

Join us in shaping the future of educational equity at Horizons National.

*Horizons National is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws. This commitment applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, and training. Hiring decisions are made based solely on qualifications, merit, and business needs at the time.*