

Pulte Family Charitable Foundation Chief Development Officer Job Description

The Pulte Family Charitable Foundation (PFCF), located in Boca Raton, Florida, is seeking outstanding candidates to fill the position of Chief Development Officer.

Guided by the inherent dignity of every person, the PFCF supports non-profits and Judeo-Christian religious organizations by providing funding to solve problems impacting disadvantaged and underserved communities across the globe. The Chief Development Officer will be an integral part of our team.

Position Summary

Reporting to the President, the Chief Development Officer will be responsible for planning and overseeing the Pulte Family Foundation fundraising, including securing new revenue, either through donations or grants, for the Foundation's "long game" strategic initiatives only. The person in this position will monitor development activities and address issues that may hamper growth and success.

The successful applicant should have proven experience as a fundraising and organizational development specialist, with several years of experience in a non-profit organization or a similar environment. This is a full-time position in an office environment but will need to travel to meet with donors and governmental and non-governmental agencies as deemed necessary.

What are the Pulte Family Foundation's Strategic Initiatives?

"Charity alleviates suffering; changing systems unlock opportunity and builds capabilities. One is a short game: delivering sustenance today. The other is the long game: offering hope and the opportunity to build a promising future."

The Pulte Family Foundation strategic initiatives will center on long game opportunities and focus on orchestrating building projects in Florida that will be transformational for the clients we serve. One of our first projects will be **The IDDeal Home** for young adults with mild to moderate intellectual and Developmental Disabilities (IDD) in the South Florida area. The second, **Nuestra Senora de la Vivienda** (Our Lady of the Home), will be a small to mid-size affordable housing community in the migrant community of Immokalee, FL. Both can happen simultaneously, and the Pulte Family Charitable Foundation will partially fund both.

Responsibilities

- Identification, cultivation, and solicitation that join the philanthropic interests of individual donors, public, private, and corporate foundations, and governmental agency grants with the priorities and needs of the PFCF.
- Establish, develop, and maintain significant long-term relationships with benefactors whose resources will be integral to supporting the mission of the PFCF strategic initiatives.
- Work closely with those individuals who bequest assets and other tax donations.
- Manage the operations development function efficiently.
- Establish performance measures, monitor results, and evaluate the efficacy of the fund development program.
- Maintain accountability and ensure compliance with all regulations and laws, as well as the code of ethics for fundraising professionals.
- Travel to meet with benefactors.
- Prepare progress reports for executive board meetings.

Qualifications

- Bachelor's degree.
- Master's degree preferred.
- 5 + years of professional work experience.
- Demonstrated track record of closing complex agreements, showed success in cultivating and soliciting significant gifts.
- Comfortable and effective in dealing with high-net-worth individuals as demonstrated by success in roles with this type of exposure and experience.
- English and Spanish preferred (Bi-lingual).
- Ability to easily develop rapport with and networks of leadership-level benefactors.
- Excellent critical listening skills, including the ability to ask relevant questions at the right time.
- Demonstration of superb oral and written communications skills.
- Proven ability to set priorities and map direction on concurrent fronts. Strong organizational, time management, and prioritization skills, typically evidenced by experience with complex projects from concept to execution.
- Strategic mindset: ability to be forward-thinking and create long-term relationships for maximum gifts, rather than focusing on single transactions.
- Willingness and ability to learn relevant tax and estate law and planned given mechanisms.
- Ability and willingness to travel to meet with prospective benefactors.
- Must be proficient in Word, Excel, Microsoft Office.

Because of the nature of this position, certain additional qualities will be vital to the individual's success in this role. They include:

- Deep commitment to the Pulte Family Foundation's mission and core values.
- Ability to inspire and engender a passion for the special projects we embark on.
- Unparalleled personal integrity.
- Outcomes-oriented work style.
- Optimistic and empowered attitude.
- Creative and entrepreneurial mindset.

Other Job Notables

The applicant should be:

- Comfortable working in a family-directed environment and working with the principles of the organization.
- Committed to the Foundation and its mission statement.
- Have a down-to-earth approach and a good sense of humor.

The Pulte Family Charitable Foundation is an Equal Opportunity Employer. We are committed to building a culturally diverse team and encourage applications from candidates of different backgrounds.

This position includes a competitive compensation and benefits package.

To Apply:

Interested candidates may email a cover letter describing their interest in the position, including salary requirements and a resume, to jen@pultefamilyfoundation.org.

Visit our website at www.pultefamilyfoundation.org.