

**CHIEF  
DEVELOPMENT  
OFFICER**

**2026**

## **About Opus 1 Foundation**

Opus 1 Foundation is a global impact organization activating arts-powered initiatives to address today's most pressing challenges and unlock its greatest opportunities. Our programs — ranging from workforce development and community-based arts to international collaborations — aim to bridge equity divides, empower underrepresented communities, and foster unity through creativity.

### **Position: Chief Development Officer (CDO)**

- **Location:** Hybrid/Remote — Based in United States
- **Employment Type:** Fractional - Full-Time
- **Compensation:** TBD based on experience, expertise and commitment level.

## Role Overview

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

- Bachelor's degree in Management, Business, Marketing, or a related field required; advanced degree preferred.
- Minimum 5-7 years of experience in nonprofit fundraising or development, with at least 3 years in a leadership role.
- Knowledge of venture philanthropy and blended capital models preferred.
- 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 Opus 1?

- 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.

## How to Apply

Please send your **resume**, a short **cover letter**, and **portfolio of relevant work** explaining your interest to **[executive@opus1foundation.org](mailto:executive@opus1foundation.org)** with the subject line: *CDO Application – [Your Name]*.

Opus 1 Foundation is an equal opportunity organization and does not discriminate on the basis of race, color, religion, creed, sex, gender identity or expression, sexual orientation, national origin, age, disability, genetic information, marital status, veteran status, or any other status protected by applicable law.

We are committed to building a diverse, inclusive, and equitable environment where all individuals—especially emerging leaders and creatives—are encouraged to apply. Opus 1 Foundation values diverse perspectives, lived experiences, and voices, and we believe they are essential to advancing social impact through the arts, culture, and innovation.

Reasonable accommodations are available for candidates with disabilities throughout the application and internship process.