



Chief Development Officer

Location: Santa Fe, New Mexico

Status: Full-Time, Exempt

Reports to: Executive Director

Salary Range: Competitive, commensurate with experience

Benefits: Health, dental, vision, retirement contributions, generous PTO, paid holidays

Organizational Overview

Kitchen Angels is a beloved Santa Fe nonprofit providing free, medically tailored meals to homebound individuals living with chronic or terminal illness. For over 30 years, we have delivered nourishment and connection to those most in need which is made possible by a dedicated staff, hundreds of volunteers, and the generosity of our community.

Position Summary

The Chief Development Officer (CDO) is a key member of Kitchen Angels leadership team, responsible for leading and implementing a comprehensive fundraising strategy that sustains and grows our mission. The CDO oversees all areas of development, including individual giving, foundation and corporate support, planned giving, donor communications, special campaigns, and events.

We are seeking an accomplished fundraising professional with strong leadership capacity, a collaborative spirit, and the vision to grow their role over time.

Key Responsibilities

Strategic Leadership

- Design and implement a multi-year fundraising strategy aligned with organizational priorities.
- Serve as a strategic thought partner to the Executive Director and leadership team.
- Participate in strategic planning, budgeting, and organizational decision-making

Fundraising & Donor Engagement

- Cultivate, solicit, and steward a portfolio of major donors and institutional funders.
- Oversee annual giving, major gifts, grants, corporate partnerships, and planned giving programs.
- Lead development of donor-facing communications, appeals, and campaign materials.
- Plan and execute donor cultivation and fundraising events, including Angels Dine Out.

Team Management & Collaboration

- Supervise development staff, contractors, and interns (e.g., grant writer).
- Collaborate with kitchen, client services, volunteer services and finance teams to align impact reporting and messaging.
- Support the Board of Directors and Development Committee in fundraising and donor engagement.
- Participate in leadership development and cross-training to gain broad organizational insight.
- Contribute to finance, operations, governance, and external partnerships.
- Represent Kitchen Angels in high-level donor, partner, and community settings alongside the Executive Director.

Core Competencies & Technical Expertise

Fundraising Strategy & Execution

- Annual and multi-year campaign planning
- Major gift and capital campaign management
- Donor segmentation and personalized stewardship
- Key performance indicators (e.g., ROI, retention, LYBUNT/SYBUNT)

Donor Stewardship & Prospect Development

- Moves management systems
- Wealth screening and prospect research
- Planned giving (bequests, annuities, stock gifts)
- Donor recognition and impact communications

Communications & Content

Manage communications team with:

- Appeals, case statements, and donor correspondence
- Direct mail and digital fundraising campaigns
- Storytelling aligned with program impact and mission

Data Management & Analytics

- CRM proficiency
- Donor segmentation and performance reporting
- Forecasting and data-informed strategy

Events & Engagement

- Cultivation and stewardship events
- Corporate sponsorships and community partnerships
- Volunteer and ambassador engagement

Grants Management

- Prospecting and writing grant proposals and reports
- Managing deadlines, calendars, and compliance
- Collaborating with program staff for narrative and data support

Leadership & Collaboration

- Staff supervision and mentoring
- Board and committee engagement
- Cross-functional collaboration across departments
- Philanthropic trend monitoring and application

Qualifications

- Minimum 8–10 years of progressive experience in nonprofit development
- Proven success securing major gifts and leading diverse fundraising strategies
- Strong leadership, communication, and relationship-building skills
- Experience supervising teams and collaborating across departments
- Familiarity with donor CRM systems and data analysis
- Deep commitment to equity, compassion, and community-based care
- Experience with or strong interest in nonprofit executive leadership

Compensation & Culture

Kitchen Angels offers a mission-driven, people-centered culture grounded in care, compassion, and community. We are committed to equity, transparency, and the professional growth of our staff including long-term leadership development.

To Apply

Please submit your resume and a cover letter outlining your interest in the role and how your experience aligns with Kitchen Angels' mission and strategic vision to **asmith@kitchenangels.org**

Application deadline: September 20, 2025. Applications will be reviewed on a rolling basis.