



## Chief Development Officer Opportunity Profile

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### *MISSION STATEMENT AND OVERVIEW*

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*The mission of the Daniel Murphy Scholarship Fund is to unlock educational opportunities for talented Chicago-area students facing financial need. DMSF partners with Scholars, families and schools through high school and beyond by providing scholarships, academic programs and personal support so that each Scholar can reach their potential.*

The Daniel Murphy Scholarship Fund (DMSF) ensures that financial constraints do not hinder a young person's ability to obtain a quality education. DMSF creates three-way partnerships between college preparatory high schools, Chicago students and families who demonstrate financial need, and DMSF. Through these partnerships, young people who traditionally have limited educational choices attend a high-performing high school, participate in extracurricular activities, benefit from honors and accelerated high school classes, and take advantage of educational support services and programs provided by DMSF. By giving Scholars the opportunity to attend college preparatory high schools, DMSF changes the lives of talented young people, their families, and their communities.

DMSF has served Chicago students and their families for 34 years. Since the first four Scholars began high school in 1990, nearly 3,000 students have entered high school as Murphy Scholars. DMSF now awards 160 new scholarships each year. 100% of Scholars graduate high school, 97% matriculate to college, and 87% graduate from college within six years. DMSF currently serves 500 Scholars across 65 partner schools.

Murphy Scholars need support beyond financial aid to complete a rigorous high school education. To meet the complex and individual needs of students, DMSF implements, oversees and continually adjusts programming to respond to Scholar's academic and social needs. DMSF's supportive programming begins before Scholars enter high school and continues after they graduate and become alums. Support features five core programs: Summer Bridge, Mentoring, Tutoring, College Counseling, and Summer Opportunities. DMSF's objective is to do everything possible to guarantee the success of its Scholars through continuous individualized analysis of progress, customized access to support, and intervention when appropriate.

DMSF supports talented students who demonstrate academic and leadership potential and financial need. Murphy Scholars reflect the diversity of the City and identify as: Latinx (48%), African American (35%), Caucasian (5%), Asian American (4%), multi-racial (7%) and other identities (1%). The median family income is \$37,800 and 67% are the first in their families to attend college.

DMSF is an independent nonprofit organization, governed by a committed Board of Directors, which actively seeks all of its support from individuals, foundations, institutions and corporations. The annual budget is \$6.1M and the organization's endowment exceeds \$9M.

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### *THE OPPORTUNITY*

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As we enter our 35th year of service, DMSF is seeking a dynamic, results-oriented leader to take our fundraising program to the next level. The Chief Development Officer (CDO) will serve as a member of the Senior Leadership Team and is responsible for planning, directing, and implementing the strategic development plan to meet our annual \$5.5M fundraising goal. Reporting directly to the Executive Director and partnering closely with the Board of Directors, the CDO will manage a team of seven and play a critical role in driving philanthropic growth, building and maintaining strong donor relationships, and advancing the organization's mission and impact on our students and the city.

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### *WORK ENVIRONMENT AND BENEFITS*

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DMSF provides a competitive salary (commensurate with experience), a generous benefits package that includes health, dental, and vision insurance; AD&D, short-term and long-term disability insurance; an individual retirement savings plan with matching contributions; a generous paid-time-off policy; and a hybrid work schedule. DMSF offices are located in downtown Chicago.

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### *DUTIES AND RESPONSIBILITIES*

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In this role, the CDO will be responsible for:

#### ***Creating and Executing the Fundraising Vision & Strategy***

- Developing and executing a comprehensive development strategy aligned with DMSF's mission, vision, and goals.
- Providing visionary leadership to the Development team and collaborating closely with senior leadership and the Board to drive philanthropic growth.
- Leading the planning, execution, and monitoring of annual fundraising initiatives, which includes major gifts, corporate partnerships, annual fund appeals, special events, grants, and planned giving.
- Engaging the Board of Directors, Leadership Team, and other key stakeholders in fundraising efforts; providing support, training, and resources to empower involvement in donor cultivation.

#### ***Building, Guiding and Coaching the Development Team***

- Recruiting, developing, and leading a high-performing development team, providing mentorship, guidance, and professional development opportunities.

- Fostering a collaborative and results-oriented team culture.
- Facilitating strong performance and achievement of key metrics; providing ongoing feedback to assigned direct reports to address and encourage performance.
- Utilizing data analytics and performance metrics to assess the effectiveness of fundraising strategies and making data-driven recommendations for refinement and improvement.

#### ***Cultivating and Stewarding Supporters***

- Building and maintaining strong relationships with individual, corporate, and foundation donors.
- Implementing effective stewardship practices to ensure ongoing engagement and retention, leading to increased giving levels.
- Creating an effective program to deepen knowledge and further engage current and prospective corporate and institutional donors in the work of DMSF.
- Developing sponsorship packages, partnership proposals, and collaboration opportunities that offer mutual benefits and help attain the financial goals of DMSF.
- Researching, identifying, and evaluating potential major gift prospects and funding opportunities and conducting thorough research to tailor cultivation strategies for major donors and different donor segments.

#### ***Driving Results***

- Achieving +10% year-over-year growth in FY 2024 while establishing a roadmap for FY 2025.
- Forecasting revenue projections accurately and operating within departmental expense budget.
- Working closely with the Financial Committee to monitor and adjust revenue projections.
- Ensuring adherence to all relevant fundraising regulations and reporting requirements and maintaining accurate records of donor interactions, contributions, and outcomes.

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### ***DESIRED BACKGROUND AND SKILLSET***

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- A Bachelor's degree plus a minimum of 10 years of progressive fundraising experience, including proven success in leading, managing, and retaining a high-performing Development operation.
- Experience in managing a portfolio of major donors and soliciting major gifts (\$25,000+) and capital campaign management.
- A proven ability to build trust and rapport with boards and volunteers, effectively inspiring and supporting new levels of engagement with fundraising activities.
- A proven track record of taking initiative and managing multiple priorities simultaneously.
- Demonstrated ability to set and attain fundraising and financial goals while controlling costs.
- Ability to forge and maintain effective working relationships with a variety of constituents, including Board members, donors, volunteers, and DMSF staff.
- Keen interest in the mission of DMSF and the students we serve.
- Exceptional written and verbal communication skills.
- A positive and authentic approach to relationship-building that inspires long-term financial support and a genuine investment in improving the lives of Murphy Scholars.
- Unquestioned integrity, ethics, and values; proven ability to be trusted with highly confidential and sensitive information.

- Curiosity and drive to stay ahead of trends and identify new opportunities to serve the DMSF mission.

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### *INQUIRIES OR INTEREST*

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HPS Chicago has been exclusively retained for this search. If this role sounds exiting and your experience aligns, please submit resume and cover letter via email to: [dmsfcareers@hpschicago.com](mailto:dmsfcareers@hpschicago.com).

Your cover letter must include:

- Years of experience in Development/fundraising;
- Years of experience in leading/supervising a non-profit team; and
- Salary expectations.

All inquiries and discussions will be considered strictly confidential. *Note, materials sent directly to DMSF will not be opened or forwarded.* No phone calls please.

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### *EQUAL OPPORTUNITY STATEMENT*

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DMSF is committed to the principles of equal employment. We are committed to complying with all federal, state, and local laws providing equal employment opportunities, and all other employment laws and regulations. The Illinois Human Rights Act states that employees have the right to be free from unlawful discrimination and sexual harassment.

It is our intent to maintain a work environment that is free of harassment, discrimination, or retaliation because of an individual's actual or perceived age (40 and older), race, color, national origin, ancestry, religion, sex, sexual orientation (including transgender status, gender identity or expression), pregnancy (including childbirth, lactation, and related medical conditions), marital status, order of protection status, citizenship status, employment status, arrest or conviction record (unless otherwise authorized by law), credit history, crime victim status, physical or mental disability, genetic information (including testing and characteristics), veteran status, uniformed servicemember status, unfavorable discharge from military service, work authorization status, or any other status protected by federal, state, or local laws.

In addition, if you have a disability or are pregnant, recovering from childbirth, or have a medical or common condition related to pregnancy that affects your ability to perform your job, you have the right to request reasonable accommodation. A **reasonable accommodation** is a modification to access to the work site, process or schedule that would enable you to perform your job despite your disability or condition.

DMSF is dedicated to the fulfillment of this policy in regard to all aspects of employment, including but not limited to recruiting, hiring, placement, transfer, training, promotion, rates of pay, and other compensation, termination, and all other terms, conditions, and privileges of employment.