



PATTY BRISBEN FOUNDATION
for WOMEN'S SEXUAL HEALTH

Title: Chief Development Officer

Reports to: Board of Directors & Patty Brisben,
founder of Pure Romance

Status: Full-Time Exempt

ABOUT THE PATTY BRISBEN FOUNDATION

The Patty Brisben Foundation for Women's Sexual Health was established in 2006 by Patty Brisben, the founder and current chairwoman of Pure Romance. The foundation partners with universities and research organizations to study sexual dysfunction and disorders and offers educational initiatives about sexual health issues. The foundation serves to enhance women's sexual health and well-being through funding research, providing educational programs, partnering with community organizations, and connecting individuals to resources.

POSITION SUMMARY

The chief development officer will provide leadership and ensure the execution/results of the foundation's strategic priorities: philanthropy (fundraising design and implementation), competitive grantmaking, publications, brand awareness, and relationship management with medical partners. The top focus area is fundraising, which drives everything the foundation aspires to do. Serve as primary voice and leader to advance The Patty Brisben Foundation's external relations efforts to advance women's sexual health.

ESSENTIAL JOB RESPONSIBILITIES

Fundraising

- Lead regional and national fundraising efforts, including supporting the board's involvement in fundraising, personally cultivating and soliciting donor champions, and more
- In collaboration with the board, develop and implement annual fundraising plans and ensure proper policy development in line with good governance; align these plans/policies with any strategic plan in force
- Actively seek to increase the assets and strengthen the impact of the foundation to elevate it on a national level and develop a national brand awareness

Operations

- Develop the annual operating budget and ensure that financial targets are met
- Oversee overall operations of the foundation
- Develop operational procedures for gift capture, stewardship, and recording; align with ethical practices of the Association for Fundraising Professionals (AFP)
- Supervise, coach, develop, and retain all contracted and employed communications and marketing professionals

Grantmaking Administration

- Receive letters of intent and full applications through a pre-qualified process
- Serve as administrator for all grantees; receive the applications; provide a summary sheet for board approval; and award the funds

Stakeholder Leadership

- Serve as the lead liaison to the medical advisory board and foundation board, foundation founder, Pure Romance consultants, Ignite Philanthropy, and all existing and prospective funders; foster interdepartmental collaboration between these constituencies
- Develop, maintain, and support a strong foundation board and medical advisory board
- Ensure effective systems to track progress toward strategic goals to measure successes that can be effectively communicated to the board, funders, and other constituents

- Reinforce good governance with the board of directors and collaborate with the board chair for recruitment, orientation, training, and evaluation of board members and processes

Marketing/Public Relations/Communications

- Design, develop, and implement a comprehensive plan that encompasses three disciplines of marketing, public relations, and communications
- Arrange for media coverage of important events affecting the foundation
- Coordinate all processes related to production and dissemination of the foundation podcast, annual reports, brochures, and any collateral pieces
- Use social media to promote and communicate about the foundation
- Represent the foundation by participating in key associations and organizations, serving on committees and advisory groups, and speaking in public settings
- Be an external local and national presence that tracks and shares findings that are published because of foundation grants
- Communicate the foundation's mission and strategic goals clearly, compellingly, and consistently

2

QUALIFICATIONS & EXPERIENCE

- Seven plus years of nonprofit fundraising experience or proven related experience, with progressive increase in responsibility and leadership; work independently and be a self-starter
- Ability to successfully manage cross-functional teams to meet project goals and deadlines
- Must be able to move a donor from the cultivation phase all the way to the gift close; must be proficient in asking donors for a gift in person, in an email, or on the phone
- Keen business intuition, results-driven, with ability to be adaptive and open-minded to new ideas
- Strong emotional intelligence: ability to earn trust, confidence and respect amongst internal team, clients, and external stakeholders
- Strong public speaking skills and professional presence
- Strong time management and organizational skills: proven ability to balance demands of multiple projects and deadlines simultaneously
- Knowledge of the greater Cincinnati region, community leaders and stakeholders preferred
- Computer proficiency, including Microsoft Office

Salary Structure: \$75,000 per year plus bonus when income targets are exceeded.

Timeline & Resume Submittal Process

Recruitment: 9/26/2022 – 10/21/2022.

Phase I (virtual screening interview and Anne Maxfield): 9/27/2022 – 10/23/2022.

Phase II (live interview with the search committee): 11/2/2022.

Phase III (virtual interview with available board members): 11/9/2022.

On-board new chief development officer in early January 2023.

The Patty Brisben Foundation, an EOE employer, reserves the right to adjust the timeline and the process at any time.

Cover letter and resume submission instructions - all candidates' interest and submission will be held in confidence. Qualified candidates should submit their cover letter and resume to: Anne M. Maxfield at amaxfield1@gmail.com, who is assisting The Patty Brisben Foundation with this search. All candidates' cover letters and resumes will be carefully reviewed and each will receive confirmation of receipt from Anne. Only those candidates who will be invited to Phase I interviews will receive a second communication. Thank you for your interest in The Patty Brisben Foundation and driving their purpose.