

## **Chief Development Officer**

### **SUMMARY:**

Directs and coordinates activities of all administrative departments and divisions, and aids the President/CEO in formulating and administering organization policies.

Job Functions include: (Note: this is a representative list only - complete list provided with purchase)

- Assists the President/CEO in the overall direction of the Organization with responsibility for such areas as: Strategic Planning, Organizing, Establishing goals and policies, the development of procedures.
- Directs and coordinates activities of administrative departments functions, including: business development, compliance, marketing, training, human resource management, office services and security.
- Reviews analyses of activities, costs, operations, and forecast data to determine department or division progress toward stated goals and objectives.
- Confers with President/CEO and other administrative personnel to review achievements and discuss required changes in goals or objectives resulting from current status and conditions.

(also details Supervisory Responsibilities, Qualifications, Education and/or Experience, Language Skills, and work environment)