

Position Description

for the position of

**Executive Vice President,
Chief Development Officer**



2025



Position Description

Position	Executive Vice President, Chief Development Officer
Organization	Obama Foundation
Reports to	Valerie Jarrett Chief Executive Officer
Location	Chicago, Illinois – Hybrid work model based at the Obama Foundation office in the Hyde Park neighborhood of Chicago
Website	obama.org

Table of Contents

Obama Foundation Mission.....	03
Organizational Overview.....	03
Role Summary & Context for Recruitment.....	06
Candidate Profile.....	09
Search Team.....	11



Obama Foundation Mission

Our mission at the Obama Foundation is to inspire, empower, and connect people to change their world.

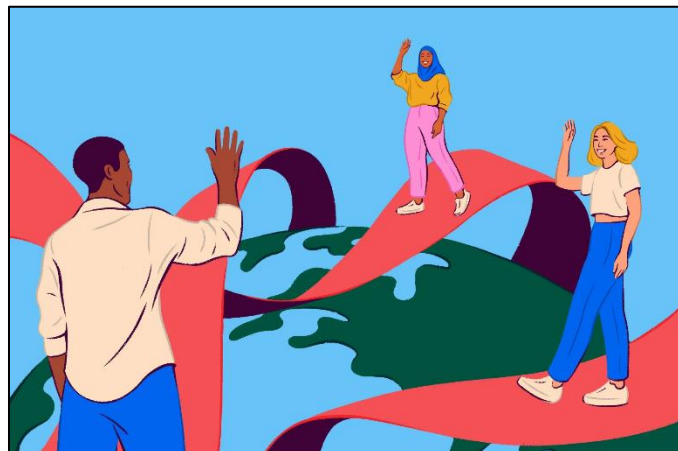
We seek to build an active democratic culture where people are equipped and motivated to make change, not just at the polls or in the halls of power, but in their communities, in the places where they live, work, and play.

Around the world, we're empowering rising leaders to more powerfully participate by connecting them with the skills, resources, and networks to maximize their potential and take their local impact global. We're forging pathways to essential opportunities for young people, through education, mentorship, and career development, no matter where they're from.

On the South Side of Chicago, we're building a home for this vision, a global center for change with programming that invites visitors – whether they're coming from down the block or across the globe – to bring change home.

The words wrapped around the Museum building reflect President Obama's remarks on the Edmund Pettus bridge to mark the 50th anniversary of the Selma to Montgomery marches. "Oh, what a glorious task we are given, to continually try to improve this great nation of ours."

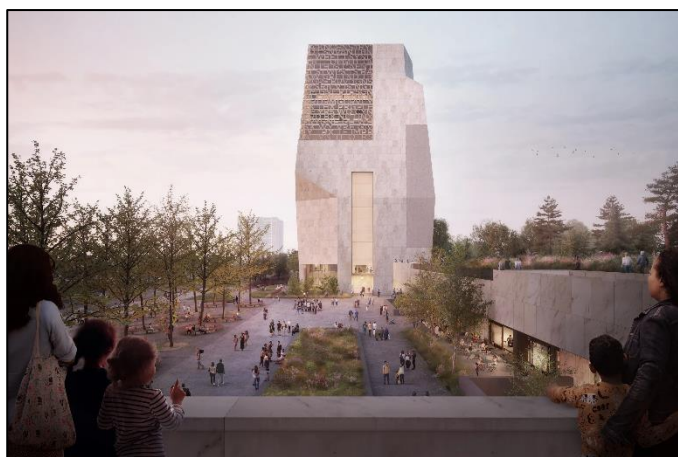
President Obama's words animate our work at the Foundation as we seek to revive our trust in our culture of democracy and the spirit of active citizenship in communities across the globe.



Organizational Overview

Obama Presidential Center – Spanning 19 acres, the campus will feature a fruit and vegetable garden; an athletic, programs, and events facility; a world-class museum; an auditorium; a branch of the Chicago Public Library; and more. Additional programming will also invite visitors – whether they're coming from down the block or across the globe – to bring change home.

Leaders Programs – The Obama Foundation's Leaders program aims to inspire, empower, and connect regional cohorts of changemakers to accelerate positive and lasting change in their communities and throughout their region and across our world. For leaders working in the public sector, civil society, and the private sector who have



Rendering of the Obama Presidential Center, projected to open in 2026.

demonstrated a commitment to advancing the common good. Leaders Programs regions include: Africa, Asia-Pacific, Europe, and the United States.

My Brother's Keeper – We believe communities are the unit of change to realize improved life outcomes for boys and young men of color. Research shows that the collective work of community leaders, members, and public and private agencies pursuing the same goals for boys and young men of color can lead to sustainable, place-based change.

Girls Opportunity Alliance – The Girls Opportunity Alliance seeks to empower and educate adolescent girls around the world, allowing them to achieve their full potential and transform their families, communities, and countries. Our goal is to connect leaders, strengthen the impact of grassroots organizations, and use public awareness to drive action in support of adolescent girls' education and empowerment. The Alliance supports and welcomes organizations that serve adolescent girls of all gender expressions and identities.



Obama Foundation Scholars – The Scholars program at Columbia University and the University of Chicago empowers individuals with a proven commitment to service with the tools they need to make their efforts more effective, to identify innovative solutions to complex global problems, and promote change through values-based leadership. The program builds lasting relationships among emerging leaders who are committed to working together to solve the most pressing challenges of our time, thereby creating a global network that reaches across issues and borders.

Voyager Scholarship – The Obama-Chesky Scholarship for Public Service supports students who have a passion for helping others, experience serving their communities, and can demonstrate an expansive view of what's possible through public service.

The Futures Series – The Obama Foundation Futures Series exposes high school students to a variety of career pathways through intimate conversations with accomplished leaders about their experiences.

Obama Foundation Values: Hope to Action

The Obama Foundation carries forward the legacy of President and Mrs. Obama through a values-based leadership framework called our Hope to Action Values. This set of values is inspired by President and Mrs. Obama and embodied by individuals across ages, stages, and cultures.

The Foundation Values are Courage, Empathy, Integrity, Accountability, Community, Inclusivity, Pragmatism, Resilience, Imagination, and Hope.

Every day, we inspire, empower, and connect people who are putting these values into play – individuals who nurture hope in themselves and others and act together to build a better world. These same values guide us internally as we strive to build the world we want to see.



Leadership

Valerie Jarrett | Chief Executive Officer

The Honorable Valerie Jarrett is Chief Executive Officer and a member of the Board of Directors of the Obama Foundation where she is overseeing the creation of a new world class cultural and civic institution on Chicago's south side, and the Foundation's programs that inspire, empower, and connect people to change their world.

Ms. Jarrett is also a Senior Distinguished Fellow at the University of Chicago Law School, and the author of the *New York Times* bestselling book *Finding My Voice: My Journey to the West Wing and the Path Forward*, published in April 2019.

Jarrett is Board Chairman of Civic Nation and serves on the boards of Walgreens Boot Alliance, Inc., Ralph Lauren Corporation, Sweetgreen, Inc., Ariel Investments, the University of Chicago, and the Sesame Street Workshop. Jarrett also serves on the Goldman Sachs One Million Black Women Advisory Board, the Bank of America Enterprise Executive Development Council, and the Microsoft Advisory Council.

Ms. Jarrett was the Senior Advisor to President Barack Obama from 2009-2017, making her the longest serving senior advisor to a president in history. She oversaw the Offices of Public Engagement and Intergovernmental Affairs and Chaired the White House Council on Women and Girls.

Ms. Jarrett has a background in both the public and private sectors. She served as the Chief Executive Officer of The Habitat Company. During her tenure, Habitat was the largest multifamily housing developer and manager in Chicago. Prior to joining Habitat, Ms. Jarrett was the Commissioner of Planning and Development for the city of Chicago, and Deputy Chief of Staff for Chicago Mayor Richard M. Daley. She practiced law for 10 years in the private and public sector.

She previously served as the director of numerous corporate and nonprofit boards, including leadership roles as Chairman of the Board of the Chicago Stock Exchange, Chairman of the University of Chicago Medical Center Board of Trustees, Vice Chairman of the University of Chicago Board of Trustees, Chair of Chicago Transit Board, and Director of the Federal Reserve Bank of Chicago.

Ms. Jarrett has also received numerous awards and honorary degrees, including *TIME*'s 100 Most Influential People Award and *Forbes*' 50 Over 50.

Jarrett received her B.A. from Stanford University in 1978 and her J.D. from the University of Michigan Law School in 1981.

Martin Nesbitt | Board Chair

Martin Nesbitt is a longtime friend of President Obama and served as national treasurer for his two presidential campaigns. He is the co-founder and co-CEO of private equity firm, The Vistria Group, and serves as Trustee of Chicago's Museum of Contemporary Art and on the boards of American Airlines Group and Chewy, Inc.

Nesbitt has a master's of business administration degree from the University of Chicago and a bachelor of science degree and honorary doctorate from Albion College in Michigan.



Role Summary & Context for Recruitment

The Obama Foundation seeks a mission-driven leader to fill the critical role of the Executive Vice President, Chief Development Officer (“CDO”). The CDO will work closely with the CEO, Chief Financial Officer, leadership team and staff, and the Board of Directors, and will direct and lead the Foundation’s efforts to advance donor understanding of and engagement with the programs and priorities of the organization. The CDO will conceptualize, organize, and implement a comprehensive and strategic development program that will sustain and fully leverage the reach of and support for the Obama Foundation to meet the organizational mission and strategy and ensure organizational sustainability. The CDO will report to the Foundation CEO, serve as a key member of the executive team, and oversee a Development team currently comprising approximately 45 staff.

Opportunities & Challenges

Evolution from a nascent to a mature and fast-growth organization: The CDO will build the strategy and operational plan for the Foundation’s fundraising activities. Critical to this will be the creation and implementation of processes, reporting, and analytics to enable effective execution and stewardship.

Communication and reach: The CDO will span grassroots to global sophistication in developing and implementing short and long-term plans for fundraising and increasing and diversifying income sources. Collaboration will be internal with the CEO, executive team, Board of Directors, and Development staff, and external with a broad range of constituents and partners.

Leadership, talent, and development: The CDO will structure and scale the team to execute the fundraising needs and opportunities for the Foundation today and for the future. The CDO will recruit a broad-based team, cultivating individual and team growth, and build succession planning.



Priorities

- Plan and execute a \$2B+ endowment campaign to ensure the ongoing sustainability of the Obama Presidential Center that will open in 2026.
- Begin to disaggregate the Foundation’s various fundraising programs for mail, digital, events, memberships, membership events, subscriptions, programming, annual giving, and major and principal gift fundraising. Establish formal policies and protocols for these respective programs as well as foster strategic integration as appropriate to achieve synergies and maximize fundraising. Assess team composition, resources, and corresponding strategies, including those needed for regionally focused fundraising initiatives (e.g., Chicago, New York City, Atlanta, and Washington, DC); adapt in consultation with the Foundation CEO and advocate for additional resources as appropriate.
- Optimize major and principal gift fundraising, including strategic leveraging of the Obama brand. Establish working partnerships with the Foundation’s most senior-level stakeholders and executives for this fundraising, strategically collaborating with and deploying these leaders for select fundraising initiatives involving the highest potential giving prospects.

- Scale a planned giving strategy and provide training and coaching for frontline teams.
- Develop, ideate, elevate, and execute fundraising plans that can raise \$110M+ annually to support the Foundation until a sizeable endowment has been achieved.
- Integrate artificial intelligence and other types of technology.

Key Responsibilities

The following describes the key responsibilities of the person assigned to this position. They are not intended as an exhaustive list of all job duties and responsibilities.

Strategic Planning

- ▲ In partnership with the CEO and Board of Directors:
 - └ establish a strategic vision and operational plan for the Foundation's fundraising strategy and initiatives;
 - └ develop and implement short and long-term plans for fundraising in alignment with organizational priorities, setting measurable goals and objectives for increasing and diversifying income sources and cultivating new donors;
 - └ identify and recruit new Board members, educate members about their role in advancing a culture of philanthropy, cultivate and solicit financial support, and leverage networks to expand the donor and audience base.
- ▲ Lead with a sophisticated understanding of the Foundation: its mission, culture, policies, values, history, key stakeholders, programs, and finances.
- ▲ Partner with the CEO, senior management team, Board of Directors, Development staff, among others, to identify and refine fundraising priorities.
- ▲ Develop and execute against a plan to build the skills and vision of the existing Development team and engage and integrate new team members.

Core Pillars of Responsibilities

- Fundraising Strategy & Management
- Regional & CFR Fundraising
- Donor Relations / Stewardship
- Fundraising Materials Development
- Prospect Research & Pipeline
- Principal & Leadership Engagement for Fundraising
- Chicago Campaign
- Development Committee of the Board
- Culture of Philanthropy Promotion
- Staff and Team Development

Fundraising and External Relations

- ▲ Increase and diversify the organization's support from individuals, corporations, and foundations.
- ▲ Manage a select portfolio of major and principal gift prospects, including individual and institutional sources, moving them through the stages of cultivation, solicitation, and stewardship. Work with the Major Gifts team to identify and cultivate new major and principal gift prospects.
- ▲ Ensure strategic management of activities for donor identification, cultivation, solicitation, and stewardship.
- ▲ Model effective prospect strategy, approaches, and techniques, as well as transparency and collaboration, serving as a resource to colleagues on related matters.
- ▲ Contribute to and drive an organization-wide culture of philanthropy.
- ▲ Lead and oversee donor cultivation and solicitation opportunities that involve the CEO, senior management team, and the Board of Directors or other high-level volunteer leaders. Manage connections between these

leaders and prospective or current donors, ensuring the preparation of strategic communications, reports, briefings, and other materials, as necessary. Exercise sound judgment and efficiently communicate prospect strategies when involving executive or volunteer leaders.

- ▲ Ensure ongoing prospect discovery and engagement at all levels of giving, including both traditional and non-traditional sources of potential support, as well as examination of existing donors that may have greater capacity.
- ▲ Maintain current knowledge of important developments across regional and national funding environments.
- ▲ Promote donor stewardship as an organization-wide priority, coordinating with colleagues throughout the organization as needed, and/or personally stewarding donors.
- ▲ Oversee the planning and execution of annual special events, including staff and volunteer participation therein. Maximize events and the visitor experience so they are highly valued by attendees and appropriately relate to engagement, stewardship, and/or major and principal gift strategies.
- ▲ Ensure effective, ongoing, and productive communication with current and prospective donors. Collaborate with the Communications department to ensure integrated, consistent, and effective marketing and communications in support of fundraising or stewardship initiatives. Strategically leverage a variety of communication channels and platforms to support fundraising goals, including digital platforms and social media.
- ▲ Understand, assess, and oversee the work of local fundraising committees; provide direction and support for their activities.
- ▲ Serve as a spokesperson and advocate for the Foundation's mission and programs in the funding community.
- ▲ Conduct domestic and international travel to support organizational priorities, including donor cultivation and solicitation, and strategic communications.
- ▲ This position will require evening and/or weekend hours.

Management

- ▲ Prepare regular reports and presentations on fundraising activities for the CEO, senior management team, and the Board of Directors.
- ▲ Oversee growth, maintenance, and enhancement of staff members' technological proficiency and tools, including fundraising information systems and software. Spearhead technology initiatives that streamline operational processes or touch new audiences and potential donors.
- ▲ Ensure that efficient processes and data-informed decision-making guide the work of the Development department. Oversee preparation and administration of all departmental budgets, management controls, policies, and procedures, ensuring sound fiscal management and efficient allocation of resources. Benchmark with peer institutions to ensure the Foundation is on track and employing best practices.
- ▲ Evaluate current Development department staffing needs and oversee recruitment, retention, training, management, mentoring, professional development, and evaluation of an efficient and highly professional team, complementing staff with consultants, as necessary.
- ▲ Support the existing Development team with training, team-building and other professional support to ensure collegiality and common vision. Utilize appropriate metrics on a team and individual basis to ensure accountability and results. Foster a supportive environment that promotes open communication and collaboration, encourages taking calculated risks, and rewards innovation and entrepreneurial activity.

- ▲ Provide ongoing fundraising training, education, and support to senior management, staff, and Board members.

Candidate Profile

Professional Qualifications

- ▲ Twenty or more years of proven leadership experience in planning and implementing a successful, comprehensive fundraising operation for a nonprofit organization, including major gifts, annual fund, planned giving, corporate and foundation giving, e-philanthropy, and direct mail, as well as leadership in a major fundraising campaign (planning, implementation, and successful conclusion); an established track record of increasing philanthropic revenue (with an emphasis on major giving).
- ▲ Knowledge of and fundamental adherence to the principles, ethics, and best practices of modern fundraising, including the integration of various giving programs to diversify the funding base and cultivate greater donor commitments.
- ▲ Experience leading a diverse staff. Ability to lead, recruit, evaluate, and develop a diverse team of development professionals and contribute to the ongoing fostering of a high-functioning, results-oriented, multi-racial/multi-ethnic workforce. Track record of maintaining best practices, clear goals, and shared accountability, as well as conceptualizing and executing development office growth.
- ▲ Demonstrated success in developing the case for support and strategic, innovative fundraising plans, and executing those plans to grow fundraising and exceed goals. Demonstrated experience cultivating, training, building relationships with, and working in collaboration with executives, senior staff, and volunteer leaders on development-related activities, providing them with quality support and intelligence and increasing their comfort with and success in fundraising.
- ▲ Successful track record of personally identifying, cultivating, soliciting, and stewarding major gifts from individual and institutional donors at the level of six to seven figures or greater.
- ▲ A forward thinker with a track record of utilizing new methods of constituent engagement and connectivity, who will be driven by innovation in developing advancement best practices.
- ▲ The ability to extract and analyze data to make effective, efficient decisions about donor strategy and process. Working knowledge of modern data management practices and innovations that can streamline advancement processes and contribute to the integration of related functions.
- ▲ Ability to travel on a national scale, as needed, consistent with public health guidelines.
- ▲ Graduate degree preferred, Bachelor's degree required.

Leadership Competencies

- ▲ Authentic connection to and passion for the Obama Foundation mission.
- ▲ Unimpeachable integrity and mature judgment. Committed to personal and professional development. Elevates institutional goals beyond personal gain, ensuring efforts are mission-focused and quality-driven.
- ▲ Self-directed, outcome-oriented, strategic thinker with an entrepreneurial and innovative spirit, strong organizational management and problem-solving skills, and exceptional attention to detail. Willingness to roll up one's sleeves and to manage at a granular level as needed.

- ▲ Adaptive, nimble leadership style and the cultural competency to work collaboratively with a wide range of stakeholders. Ethos of servant leadership, diplomacy, and humility as well as alignment with the Foundation Values of Courage, Empathy, Integrity, Accountability, Community, Inclusivity, Pragmatism, Resilience, Imagination, and Hope.
- ▲ Superb verbal and written communication skills, including excellent presentation skills, as well as a good sense of humor and the stature, demeanor, and comfort level to serve as a highly visible and public-facing ambassador.

Equal Opportunity Employer

The Obama Foundation is committed to creating a diverse work environment and is proud to be an equal opportunity employer. The Foundation does not discriminate on the basis of race, color, national origin, sex, gender identity, religion, sexual orientation, age, disability, parental status, veteran status, or any other protected status under applicable laws. We encourage individuals of all backgrounds to apply. If you are a qualified candidate with a disability, please e-mail careers@obama.org if you require a reasonable accommodation to complete this application.

Compensation

The annual salary for this role is expected to range from \$350,000 to \$400,000, commensurate with experience.

Benefits			
Insurance	Paid Time Off	Retirement	Life Insurance
The Obama Foundation is proud to offer comprehensive medical (including coverage for fertility treatments and prescription drug coverage), vision, and dental insurance for employees, spouses / domestic partners, and dependent children. For employee only coverage, 100 percent of the monthly premiums are paid by the Foundation.	The Obama Foundation offers 3+ weeks of paid vacation, sick days, a floating holiday, as well as 14 Foundation holidays. Foundation staff also enjoy a paid holiday week between Christmas Eve and New Year's Day, and early closures preceding most holiday weekends.	The Obama Foundation makes a safe harbor matching contribution equal to 100 percent of your elective deferrals, up to 4 percent of your compensation.	The Obama Foundation-paid life insurance equals \$50,000.
Disability Insurance	Additional Lifestyle Benefits		Voluntary Insurance Benefits
The Obama Foundation provides short-term and long-term disability insurance. The benefit is 60 percent of weekly or monthly earnings, respectively.	The Obama Foundation offers paid lifestyle benefits including: <ul style="list-style-type: none"> ComPsych Employee assistance program which offers confidential emotional support, work-life solutions, legal guidance, financial resources, and more; LinkedIn Learning subscription; 16 weeks of parental leave for birthing and non-birthing parents. 		The Obama Foundation also offers: <ul style="list-style-type: none"> Supplemental life insurance for yourself, your spouse, and your children; and Flexible Spending Accounts for medical and dependent care expenses.

Search Team

The Obama Foundation has retained DSG Global to assist in this confidential search process. Inquiries, nominations, and applications (current resumes and cover letters) may be submitted via the following link or directed to one or more members of the search team.

<https://talent-profile.dsgco.com/search/v2/22307>

Gerard F. Cattie, Jr. (he/him)

Global Managing Partner and Practice Founder,
DSG Fundraising & Advancement
gcattie@divsearch.com | 212.542.2587

Denielle Pemberton, Esq. (she/her)

Global Managing Partner and Chief Legal Officer
dpemberton@dsgco.com | 301.928.8071

Liz Ewing (she/her)

Managing Director and Co-Practice Leader,
Financial Officer Practice
liz.ewing@divsearch.com | 973.713.0933

Ian McCray (he/him)

Managing Director, DSG Fundraising & Advancement
ian.mccray@divsearch.com | 802.989.3764

Beth Reeves (she/her)

Vice President and Senior Search Associate,
DSG Fundraising & Advancement
beth.reeves@divsearch.com | 212.542.2584

Manuel A. Gongon, Jr. (he/him)

Vice President and Senior Search Associate,
DSG Fundraising & Advancement
manuel.gongon@divsearch.com | 215.837.7854

Tammy Schillin (she/her)

Project Manager, DSG Fundraising & Advancement
tammy.schillin@divsearch.com

