



JOB POSTING: Chief Development Officer

Position Summary

Reporting to the President, the Chief Development Officer (CDO) is Potomac Conservancy's senior fundraising strategist, lead major gift fundraiser, and Development Team leader. The CDO plans, leads, and executes a comprehensive fundraising strategy to grow philanthropic revenue; leads, empowers and strengthens Potomac Conservancy's Development Team; and personally cultivates, makes gift and pledge requests of, and stewards individual donors and financial prospects. The CDO is expected to secure a minimum of \$500,000 in their initial year (and grow this amount each year going forward) primarily through in-person gift requests of five- and four-figure gifts from individual donors and prospects.

As a member of the Potomac Conservancy Executive Team, the CDO helps shape organizational strategy, engages the Board and other volunteer leaders in fundraising, and builds the long-term relationships and systems needed to resource the Clean Potomac Plan.

Potomac Conservancy is a nationally accredited land trust and clean water leader working to restore and protect the Potomac River for the six million people who depend on it. With the support of more than 42,000 advocates and donors, we protect natural lands, restore habitat, and advance policies that improve water quality and climate resilience.

Responsibilities

1. Fundraising Strategy and Leadership (20%)

- Develop and implement a comprehensive fundraising strategy encompassing individuals, foundations, corporations, and events.
- Establish annual revenue goals, budgets, performance measures, and pipeline strategies; regularly report progress, opportunities, and risks to the President and Board.
- Partner with Potomac Conservancy's President, Executive Team, program and communications staff to align fundraising priorities and donor messaging with organizational strategy.
- Engage and equip Board members to participate effectively in donor identification, cultivation, gift and grant requests, and stewardship.

2. Major Gifts and Donor Relationships (60%)

- Personally manage a portfolio of major-level (\$25,000+) individual donors and prospects, building relationships through regular meetings, meaningful engagement, and personalized stewardship.
- Secure \$500,000+ (to begin) annually, primarily through in-person gift requests of five- and four-figure gifts from individual donors and prospects.

- Develop clear cultivation and gift and grant request strategies for each portfolio of donors moving prospects consistently toward increased and multi-year support.
- Partner with Potomac Conservancy's President and Board members on high-level donor meetings, solicitations, and stewardship.
- Ensure a consistently strong and inclusive donor experience that increases retention, upgrades, and long-term investment in the mission.

3. Team and Development Operations (20%)

- Lead, coach, and hold accountable a high-performing Development Team, with clear roles, goals, interim benchmarks, and success measurements.
- Build the team's capacity in relationship-based fundraising, donor discovery and pipeline development, portfolio management, gift and grant requests, follow-up, and stewardship.
- Ensure effective coordination across Board and major gifts, institutional giving, membership, corporate partnerships, events, and development communications.
- Oversee development systems, donor data, pipeline reporting, and departmental investments.
- Foster an organization-wide culture in which staff and Board members understand and support fundraising activity, accountability, and success.

Qualifications

- Significant fundraising experience with increased scope and responsibility, including demonstrated success personally requesting and closing six-, five- and four-figure gifts and pledges.
- A proven record of managing a major gift portfolio and generating \$500,000+ annually in individual gifts and pledges.
- Strong strategic judgment and experience developing and executing a diversified fundraising plan.
- Experience partnering with a CEO and Board members to cultivate and solicit major donors.
- Strong interpersonal and communication skills, with the presence and confidence to inspire Board members, donors, and financial prospects, and well represent Potomac Conservancy.
- Commitment to Potomac Conservancy's mission and to building an inclusive community of donors and supporters.

We encourage candidates to apply even if they do not meet every qualification.

Compensation & Benefits

- Salary: \$114,000- \$120,000
- Hybrid schedule with 1–2 days/week in Bethesda, MD office.
- Benefits include medical coverage, with 80% of premiums covered by the Conservancy;

- Competitive rates on dental and vision coverage
- Access to an Employee Assistance Program at no cost
- Flexible spending accounts
- 403(b) match with no vesting period
- 18 days paid time off, 11 holidays, and 3 floating personal holidays per year, with leave increasing over tenure;
- Up to 16 weeks of paid leave for qualifying family and medical needs after 12 months of employment;
- Half-day Fridays in July and August and a one-week year-end office closure;
- A collaborative, mission-driven culture

To Apply

Submit a resume and cover letter through Idealist by **September 24, 2026**:

[Chief Development Officer, Potomac Conservancy](#)

Applications will only be accepted via Idealist and will be reviewed on a rolling basis until the position is filled.

Potomac Conservancy is an equal opportunity employer.



Chief Development Officer

What We Bring

- A high-impact regional mission: protecting and restoring the Potomac River -- the source of drinking water, recreation, and natural beauty for over six million people;
- A proven, integrated approach that combines land conservation, clean water advocacy, and community action;
- A consequential leadership opportunity to shape Potomac Conservancy's fundraising strategy, strengthen its development program, and generate the resources needed to advance the Clean Potomac Plan;
- A close partnership with the Potomac Conservancy President, an engaged Board, a committed Executive Team, and talented colleagues across the organization;
- A hybrid work schedule, generous leave policy, comprehensive benefits plan, inclusive work environment; and
- A collaborative, mission-driven culture that values initiative, sound judgment, accountability, and diverse perspectives.

What You Bring

- A proven record of developing and executing successful fundraising strategies that grow and diversify philanthropic revenue;
- Demonstrated success in personally cultivating, requesting, and closing six-, five-, and four-figure gifts and pledges from individual, corporate, and foundation donors;
- The confidence, credibility, and interpersonal skills to build lasting relationships with donors and represent Potomac Conservancy in high-level conversations;
- Through strong writing skills, the ability to translate organizational priorities into a compelling Case for Support and personalized donor opportunities;
- Experience leading, coaching, and holding accountable a development team while strengthening fundraising systems and practices;
- The strategic judgment to set priorities, assess opportunities and risks, and use data to guide decisions; and
- A commitment to Potomac Conservancy's mission and to building an inclusive community of donors, volunteers, and supporters.

We welcome candidates whose experience has taken different paths. If you are excited by this opportunity but do not meet every qualification, we encourage you to apply.