



"Celebrating Special Children, Renewing Their Families"

OPPORTUNITY PROFILE

CHIEF DEVELOPMENT OFFICER

Overview

By God's grace, Jill's House is radically transforming the lives of families of children with intellectual disabilities. In fewer than four years, Jill's House has demonstrated that by creating a "rhythm of respite" in the lives of families, it can effectively reduce stress in these families, which strengthens marriages, improves parenting, and gives the families space to grow spiritually.

When parents walk through the doors at Jill's House, they immediately know it is a special place. The first and arguable only "respite resort" of its kind, Jill's House offers children ages 6 to 17 with intellectual and physical disabilities a recreational getaway filled with fun, and provides their parents much needed overnight or weekend respite. Located in the greater Washington, DC area, Jill's House opened the doors to this 42,000 square foot facility in 2010. Parents have called it a "Great Wolf Lodge for Kids with Special Needs." At full capacity, it allows 45 children to stay overnight.

Jill's House is located in the greater Washington, DC, area, and is currently an integrated auxiliary of McLean Bible Church. Jill's House has proven the concept and is beginning to expand nationally. Using the expertise it developed in the DC area, Jill's House programs now operate in Colorado, California, Texas, and Maryland, with invitations to new locations arriving weekly. God has given Jill's House a vision to change the face of disability ministry nationally, ensuring that every family in America has overnight respite within reach and a connection to a church that embraces them. The model works, the foundation is strong, but we believe God wants to take Jill's House to new levels nationally.

We believe someone will read these words whom He has chosen to help take Jill's House to the next level. Perhaps you are a world-class fundraising professional that has helped one organization grow and now God's given you a restlessness to take on a new challenge. Perhaps you are an exceptional professional who wants to put your God-given skills to work doing something that makes a direct spiritual impact.



History

In 1992, McLean Bible Church's Senior Pastor and his wife, Lon and Brenda Solomon, began raising their daughter with special needs, Jill (see [Letter from Jill's Mom](#)). As they did, God opened the eyes of the church community to see these needs. The church began serving children and families in numerous ways through its Access Ministry. But the Solomons and McLean Bible Church continued to see desperation in families' eyes and prayed about how to do more to help.

Then, while leading a trip to the Holy Land, Lon Solomon toured a facility in Jerusalem named Shalva. Shalva means "peace of mind." Shalva offers many services to children with intellectual disabilities, including overnight respite. Lon immediately recognized it as a model for meeting this crucial need for overnight respite.

Overnight respite allows parents to take time away and focus on their marriages. Overnight respite allows families to devote more time to typical siblings. Some parents use the time to study for new degrees to improve their family's quality of life. Others use the time to get ahead on work. Some use the time to catch up with old friends. All emerge refreshed and better equipped to care for their children.

Overnight respite isn't just a good idea anecdotally. Jill's House has proven empirically that it works. Families of children with severe intellectual disabilities experience 60 percent more stress than the rest of us. But if a family experiences overnight respite, its stress level falls by 60%... and when a family gets into a rhythm of respite – coming every few weeks – the family's stress level comes down and stays down. Respite restores what disability tried to take away. Jill's House cannot heal the autism or heal the traumatic brain injury, but they can heal the stress gap that separates these families from typical American families. Already, no one in the world does more of this than Jill's House does.

Today, Jill's House is an integrated auxiliary of McLean Bible Church (MBC) and is dedicated to providing care and

support to children with special needs and their families through overnight respite and therapy programs. Over 85% of the funding comes from donors, supporting an annual budget of \$5 million. The impact of this support is remarkable. Since it opened in October 2010, Jill's House has served over 450 families and their children with special needs; provided more than 350,000 hours of respite; partnered with 15 schools to launch weeknight respite for nearly 60 children weekly; reduced the average family's stress by 73%; mobilized more than 1,000 volunteers and grown their professional staff to over 100.

Jill's House has been a source of hope and joy to those they serve: the couple who celebrated their anniversary on their first date in 15 years ... the single mom who was able to study for a nursing degree ... the typical siblings who went to a movie with their parents for the first time ... the child with special needs who had her first sleepover with a friend.

To see the impact of Jill's House for families, we invite you to view [The McNeil Family Video](#) and [The Schmehl Family Video](#) and for more information, see www.jillshouse.org.



The Mission of Jill's House

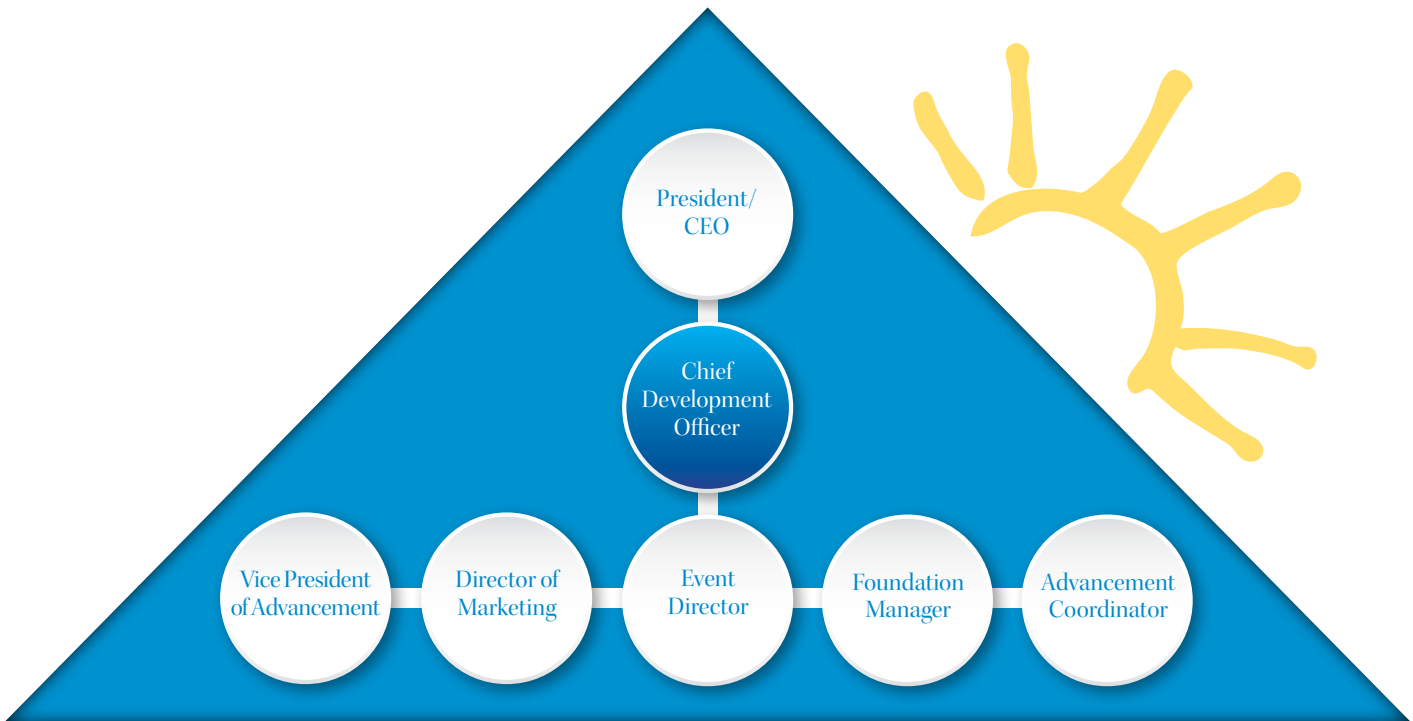
Jill's House is a Christian non-profit organization dedicated to providing support for families with children who have special needs through short-term overnight care and activities allowing respite for their families.

Employment at Jill's House/McLean Bible Church

As an integrated auxiliary, Jill's House employees are hired by McLean Bible Church and governed by the same hiring parameters as all other MBC employees. Therefore, Jill's House looks for individuals with a wide variety of gifts and talents who are dedicated to Jesus Christ and are living a lifestyle consistent with the [Vision and Values](#) and [Standards of Christian Conduct](#).

The Position

The Chief Development Officer will be the senior leader in the Development office and will report to Cameron Doolittle, the President and CEO of Jill's House. This person is expected to provide strategic leadership in developing and building a sustainable & scalable resource base to enable Jill's House accelerate its mission impact. S/he will lead a team focused on achieving results in ways that honor God and their key internal & external relationships. S/he will strive to build a Development team focused on galvanizing current and new donor constituencies, engaging them in compelling and creative ways and on delivering high satisfaction levels to Donors. The CDO will maintain his/her own portfolio of major donors and prospects, and personally make solicitations. This is a highly visible, externally-facing role with extensive engagement with the Board of Jill's House, its major donors, key volunteers, key church relationships et al. Under the current structure, the Chief Development Officer has the following direct reports:



Key Responsibilities:

1. The Chief Development Officer for Jill's House develops and executes annual and multi-year development strategies for fundraising. S/he is accountable for achieving or exceeding a minimum fundraising target annually (based on annual fundraising of \$3.5m in 2012 and \$3.9m in 2013, the current 2014 goal is \$4.2m).
2. The CDO maintains his/her own portfolio of assigned major donors and prospects, responsible for personally making face to face donor solicitations and meeting fundraising metrics. This person develops and implements a written plan for identifying, educating, cultivating, soliciting, and stewarding donors.
3. S/he orients new Board members to their fundraising responsibilities and ensures that they receive the support they need to be successful volunteer fundraisers.
4. The strategic planning and execution of events is another critical aspect of this position. Events are an integral means of introducing donors to the ministry and raised more than \$1,000,000 in 2013. Current events include the following:
 - [Celebration of Special Children](#) annual gala
 - [Jill's House Christmas brunch](#)
 - [Links for Little Ones](#) golf tournament
 - [Team Jill's House Marine Corps marathon and 10K](#)
 - [Ride for Jill's House](#) 100 mile motorcycle ride
 - [Big Band Dance Benefit](#) annual event
5. Jill's House has a proven ministry model which is being warmly received in cities around the country. In addition to its work in northern Virginia, Jill's House is currently working in Maryland, Colorado, California, Texas and plans to be in Seattle before the end of 2014. Funding of this geographic growth is critical to success in this position. The Chief Development Officer will be responsible for developing relationships with key supporters, planning events with local champions, and nurturing relationships in new cities every year.

The Person

This person should have the self-confidence and the presence to promote the ministry effectively to accomplished professionals. He or she should be able to inspire donors' confidence and trust in the organization. Jill's House constituents are typically an intellectually curious and engaged audience, so it's important that the Jill's House team members have a similar posture toward life. This person will possess sophisticated verbal (in-person and via telephone) and written communications.

The person who most naturally fits this role is a development/fundraising professional from a para-church or other not-for-profit organization with similar values. However, someone with sales, relationship management, or similar background could have transferrable skills and experience. The ideal candidate must be strong in the following areas:

Personal / Spiritual

- Clearly and articulately acknowledges and affirms his/her relationship with Jesus Christ; professes a commitment to his/her faith; reflects a Christ-focused life in his words and actions.
- Focused, willing to persevere, has a high energy level, excellent health, and a readiness to assume this challenging role.
- His/her family situation should enhance the ability to meet the demands of this position and not create conflict or obstacles.

Executive

- Wise and strategic – able to see the big picture and not get lost in the details.
- Highly organized – structuring and providing definition to the development office.
- Bold visionary – in collaboration with the CEO, be bold in envisioning “what Jill's House can be” and deliberate in setting the direction to accomplish this.
- Self-starter with efficient time management skills and a strong work ethic; able to hold him/herself as well as others accountable.
- “Can-do” spirit – When this person sees a problem that needs to be solved, he/she tackles it. This person may not know exactly how to solve the problem, but the attitude is “I'll take it and I'll figure it out.”

Organizational

- Leads by example.
- Inspires, encourages, and motivates individuals and/or groups through a compelling presentation style – coupled with a seasoned, professional/executive presence. It is critical that this person be able to create community, motivate, and foster ownership and accountability.
- Listens, instructs and mentors.
- Manages the team, communicates vision, sincerity and personal warmth to the staff.
- Solves problems and resolves conflict.
- Understands what everyone is doing and how they are doing it; holds people/staff accountable for agreed upon outcomes.
- Understands what motivates people and draws out of them their best results.
- Able to manage up, down and sideways

Relational

- Superior interpersonal skills; has the ability to work effectively and professionally with a highly educated, intellectually curious and highly engaged donor base.
- A natural ability to build quality relationships with people for the purpose of encouraging financial support.
- Inspires donors' confidence and trust in the organization.
- Able to build relationships with Jill's House supporters across the country and develop local teams of Jill's House champions.
- Able to relate to multiple audiences and constituencies, e.g. Major Donors, Boards, Pastors and church Leaders, Social Workers, Parents and Children

Sales/Marketing

- Naturally desires to grow the donor base; thinks strategically of ways to introduce new donors to the ministry of Jill's House.
- Naturally able to “close”, similar to a sales role.
- Leads by example and models to the staff the importance of developing and implementing a strategy to strengthen relationships with existing donors. This may include, but is not limited to, written communication, personal visits, events, donor meetings with the President, etc.
- Excellent verbal and written presentation skills.
- Expertise and experience in relational fundraising and/or sales management.
- Familiar with emerging techniques and innovations in Philanthropy
- Familiarity with database sales and marketing systems, e.g. Salesforce.com, Raiser's Edge, Blackbaud etc.

Jill's House Culture

The culture of Jill's House is noticeably sophisticated, professional, young, compassionate, and excellent. Jill's House was recently certified as a "Best Christian Workplace" and the tempo is upbeat. Because of the importance of the mission, expectations are high and accountability is a part of the fabric. While many smaller and newer organizations can have a "mom and pop shop" feel, the opposite is true at Jill's House.

The Opportunity

The right person will get excited about the opportunity to share the story broadly and convert the response to financial support for the ministry. Wherever the story of Jill's House has been told there has been a significant response of support. ***The opportunity is for someone who can share the story broadly and convert the response into financial support for the ministry.*** Jill's House will offer an attractive compensation package complete with benefits.

Jill's House is located in Vienna, Virginia and the Chief Development Officer will be expected to reside in northern Virginia, Washington DC, or southern Maryland.

We encourage anyone who feels a potential calling to such a place of service to contact us and discuss the position. Alternatively, there may be someone you want to recommend for this position.

Application Process

If after reading this Opportunity Profile, you sense the gifts and experience God has given you are a good initial match for Jill's House, we invite you to begin the inquiry process. We handle all candidate information and conversations confidentially. Contact Laura Coverstone at any stage of the process to get more information and to ask questions. (Contact information below)

Please provide the following documents and responses for review:

• **A current resume that addresses the following for at least the past five years of your fundraising experience:**

- What is the total amount of money raised by the organization? Of this amount, what is the total amount that you personally raised?
- What is the average size of your major gift?
- Have you managed direct reports on a fundraising team? If so, how much did your team raise?
- Which donor management software package did you use? What is your level of proficiency with this software?
- What is your experience with events – provide specifics (i.e. number per year, type of event, goal of the event, etc.)?
- What is your capital campaign, estate planning, and electronic fundraising?

• **Responses to the following questions:**

- What about this position excites you? Why do you want to do this?
- What has Jesus' love meant to you?

• **The names and contact information (telephone numbers and e-mail addresses) for four references who know you and your career well enough to comment on your suitability to be the Chief Development Officer for Jill's House. (References will only be contacted after we have requested and received your permission to do so.)**

Submit this information in Microsoft Word (.doc) format to:

Laura Coverstone

JobfitMatters

resumes@simainternational.com

Phone: (615) 261-4623



In the subject line of the email, please write "Jill's House Chief Development Officer"



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