



Chief Development and Advancement Officer – The Priority Center

The Priority Center is seeking a **Chief Development and Advancement Officer** for its **Executive Leadership Team**.

The **Chief Development and Advancement Officer (CAO)** will support the Chief Executive Officer (CEO) and the Board of Directors in cultivating and soliciting donors from individuals, corporations, foundations and others. The CAO will lead a team of professionals responsible for fundraising, volunteer cultivation, corporate philanthropic support, internal and external communications, marketing and public relations functions for the organization.

The Chief Development & Advancement Officer is a member of the Executive Leadership Team and works together with the Chief Executive Officer and Chief Program Officer to provide strategic leadership and operational management of the Center. The Chief Advancement Officer reports to the CEO.

Specific responsibilities:

Revenue Generation

- Lead the efforts to raise \$1.4 million annually – with plans to grow in the next three years through special events, sponsorships, corporate giving, individuals, foundations, planned /estate giving along with the development of multi-year federal and state gifts.
- Personally, responsible for raising \$250,000.
- Identify and implement new revenue streams, with a focus on increasing sustainable unrestricted, private revenue.
- Lead the creation and growth of a new framework for individual giving with estate planning, Legacy Gifts and bequests.
- Work closely with the CEO to develop and implement a Priority of Pillars Campaign.
- Partner with CEO and Board to deepen existing private funder relationships and cultivate new long- lasting supporters.
- Evaluate and drive the use of new technology funding vehicles including social media and eGiving, revamping the organization's website and online tools for supporters.
- Plan and evaluate financial needs and fundraising plans for the organization's future.

Board and Senior Staff Leadership

- Work closely with the Fund Development Board Committee and Directors of Fund Development to build out and strengthen existing strategies.

- Attend board meetings and board committee meetings and report on development activities as needed, in coordination with the CEO.
- Serve as an ambassador and spokesperson for the organization and articulate our mission to external constituents.
- Together with the CEO, educate and train board members and senior staff in donor cultivation and professional fundraising techniques.
- Work with the CEO to ensure board members are engaged and energized by their association with the Center. Assist with Board Orientation.
- Collaborate with the Leadership Team to develop and produce regular analytic reports for the Board that synthesize the financial progress and trends of fundraising activities.
- Provide leadership, motivation and staff service to the CEO and Fund Development Committee members in carrying out their development responsibilities. Accompany CEO and Board Chair as appropriate on solicitation calls.
- Create new Giving Circles, Monthly Giving Clubs, and Email Giving Blasts/Campaigns.

Internal Management and Infrastructure

- Recruit, train, manage and mentor development staff. Continually review departmental infrastructure to ensure support of the organization's revenue growth goals.
- Effectively manage the development department's day-to-day operations, budget and income forecasts.
- Oversee special events staff in planning, while critically evaluating return on investments.
- Focus on communications to ensure consistent messaging and branding in all print and online donor communication vehicles.
- Provide strategic and marketing oversight to all donor materials and strategic support on the full range of external stakeholder communications.
- Partner with the finance and accounting staff to sustain efficient, effective and transparent financial tracking and reporting processes and reconciliation.
- Develop clear processes and collaborate with all other departments within the organization to create an understanding of and appreciation for the development function. Foster an environment of cohesiveness and collaboration.

Position Qualifications:

- Minimum 6-10 years of directly related experience, preferably serving as a Director of Development in a fund development department of a private nonprofit social service organization with a minimum of 5 years' experience.

- Past leadership experience representing an organization to external audiences.
- Experience with staff and board management, engagement and development.
- Demonstrated fundraising success from a variety of fundraising streams raising millions of dollars
- Demonstrated success in developing and implementing effective fundraising strategies.
- Proven track record of developing successful partnerships with other companies and organizations.
- Donor communications, public relations and marketing experience.
- Experience managing a capital campaign.
- Exceptional communication and influencing skills; persuasive, credible and polished communicator both written and verbal.
- Creative, independent, and strategic thinker.
- Strong strategic planning and project and budget management skills.
- Excellent computer skills, including Microsoft Office and database management, CRM.
- Self-starter with a proven ability to meet and complete multiple tasks with solid deadlines. Punctual.
- Excellent with presenting.
- Ability to successfully perform in a fast-paced work environment – ability to juggle multiple tasks.

Working Conditions:

- Working environment is indoor, reasonably clean, well-lighted and ventilated.
- Generally little or no probability of injury or health impairments.
- Requires little or no physical effort involving intermittent standing, sitting or walking while performing duties, occasional lifting up to 25 lbs.

Compensation:

This is a full time, exempt position with a salary ranging between \$120,000 to \$140,000 annually.

To Apply:

Interested applicants please submit completed HR Employment Application and current resume to jobs@theprioritycenter.org.