

Chief Advancement Officer

Job Title	<i>Chief Advancement Officer</i>
Reports To	<i>President and CEO</i>

Job Purpose

The Chief Advancement Officer (CAO) will lead the philanthropic revenue growth and build a comprehensive development program and marketing plan for Communities In Schools of the Dallas Region (CIS Dallas). This role will report to the Chief Executive Officer and will be an integral part of the leadership team working across all departments to support the CIS Dallas mission and grow the CIS Dallas Endowment. The role will lead a team focused on all fundraising efforts including donor development, major gifts, corporate sponsorships, grant writing, annual giving, capital campaigns, event planning, and volunteer efforts.

If you have a strong desire to work within a mission-centric organization that empowers students to stay in school and achieve in life, then Communities In Schools of the Dallas Region wants to meet you!

Duties and Responsibilities

Fundraising Strategy and Program Management

- Lead the creation, implementation, and evaluation of a multi-year fundraising strategy that includes diverse revenue streams and is tracked by clearly defined goals, objectives, timelines, and tactics
- Design strategies for the cultivation, solicitation, and stewardship of individual, corporate, and foundation gifts
- Monitor and research grant and funding opportunities at the local, state, and federal levels to secure sustainable financial support
- Manage Advancement Team calendar to ensure all opportunities are identified and planned for accordingly and create consistency and transparency across the team
- Collaborate with the executive leadership team to project annual revenue goals and define annual fundraising priorities as they relate to the organization's strategic priorities
- Oversee the development of a major gifts program to ensure appropriate benchmarks are established and met
- Provide needed support for prospect identification and solicitation, campaign materials development, and a strategy for ensuring that campaign goals are met
- Design and execute all fundraising events including the annual golf tournament and upcoming 40th Anniversary campaign and events
- Perform monthly revenue reconciliation in order to ensure financial accountability and provide progress updates to the CEO, Advancement Committee, and Board
- Engage with the Board of Directors and leadership team to drive advancement initiatives and secure strategic partnerships
- Create the annual departmental budget and revenue plan, and track budgeted vs. actual expenditures
- Provide research and feedback to President/CEO regarding national, regional and local philanthropic activity, recommending best course of action to maneuver and engage donors.

- Facilitate collaboration across departments to obtain information necessary to complete all grant applications
- Review all award/decline letters and correspondence to ensure compliance with giving parameters, as well as identifying opportunities for improvement.

Donor Cultivation

- Build on a foundation of existing donors and relationships and identify new prospects and donors with additional capacity to increase giving
- Manage a portfolio of at least 30 active major donors with targeted efforts to increase the number of major donors each year to support each area of the strategic plan
- Provide support to the CEO and executive team members in their work with major donors
- Identify new opportunities to engage and involve current and potential donors and volunteers
- Engage with the Board of Directors and leadership team to drive advancement initiatives and secure strategic partnerships
- Represent CIS Dallas in all community, civic, and other engagements that provide an opportunity to the CIS Dallas mission and generate interest in investing in CIS financially and through community partnerships

Marketing and Communications

- Oversee brand strategy, public relations, digital presence, and external communications to enhance visibility and engagement
- Work closely with Public Relations firm to identify and execute opportunities to increase CIS Dallas visibility across all media

Team Development and Leadership

- Provide leadership, management, and support to the full Advancement Team, directly supervising four (4) full time staff (Marketing and Communications Director, Development Director, Donor Relations Manager, Community Engagement and Partnerships Director)
- Lead staff through an annual performance management plan, monitoring progress toward goals and fostering staff development and a growth mindset
- Collaborate with the Chief Executive Officer to support the work of the Nominating and Governance Committee, including the identification and onboarding of new board prospects

Qualifications

Required:

- Bachelor's degree from an accredited college or university, plus ten (10) years of non-profit experience, with at least seven (7) years of experience directly related to the job.
- Tangible experience of having expanded and cultivated existing donor relationships over time
- Demonstrated experience raising funds for an institution with a budget of at least \$10 million
- Demonstrated ability to lead and cultivate a team of professionals

Licenses and Certifications

Certified Fund-Raising Executive (CFRE) Preferred, but not required

Knowledge, Skills and Abilities

Must possess required knowledge, skills, abilities, and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Knowledge of donor database management (preferably Raiser's Edge) and Salesforce
- Strong understanding of donor engagement, stewardship, and fund-raising best practices
- Excellent communication, relationship-building, and leadership skills
- Demonstrated ability to effectively manage and prioritize multiple tasks and responsibilities to meet established deadlines in a fast-paced environment
- Adaptable to frequent interruptions and shifting priorities while maintaining productivity
- Ability to design, market, and promote programs that engage donors, stakeholders, and the community
- Build and maintain strong relationships with school administration, employees, and the public to support organizational goals
- Ability to analyze and use data to develop and implement donor engagement activities
- Skill in planning and organizing
- Build and maintain strong relationships with school administration, employees, and the public to support organizational goals

Working Conditions and Physical Requirements

- Ability to lift, carry and otherwise move up to 15 pounds on a regular basis
- Ability to sit, stand, bend, kneel, reach, push, pull, or walk for various lengths of time throughout the day
- Ability to utilize computer, software, and general office equipment to complete daily work responsibilities
- Inside work in an office environment with no exposure to weather conditions
- Reliable transportation is a must to travel for meetings, agency trainings and other miscellaneous work assignments
- The above statements reflect the general duties and responsibilities considered necessary to perform the essential functions of the job. This document should not be considered a fully detailed description of all the work requirements of the position. CIS Dallas may change the specific job duties with or without prior notice based on the needs of the organization.

Communities In Schools of the Dallas Region is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, gender, gender identity, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws. This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, and training.

Direct Reports

Director of Marketing and Communications
Director, Development
Donor Relations Manager
Director, Community Engagement and Partnerships