

Job Description

Department: Development
Position: Chief Philanthropy Officer
Position Type: Unfunded
Salary Range:
Exempt: Yes
Full Time: Yes
Location: The Kane Center
Reports to: President/CEO

Interrelationships: All Fundraising and Development staff, President & CEO, Managers and Directors, the Business Community, Donors, Board Members, Committee Members, Volunteers and the General Public.

Job Summary: Serve as the senior development professional, providing leadership and structure for the fundraising and development department. Responsibility to increase major and planned gift support from individuals, corporations and foundations; develop and manage strategic long-term partnerships and oversee key relationships between the board, donors and the development department. Possess a proactive nature with a bias for fundraising.

Job Duties and Responsibilities:

1. Lead the Development team to procure record philanthropic gifts.
2. Provide overall strategic direction, management and decision-making for the fundraising plan of action; including but not limited to short-term and long-term strategic planning, communication, budget and performance goals such as record annual giving.
3. Develop and maintain all organizational procedures and policies that relate to the fundraising function of the organization with appropriate CEO and Board consensus.
4. Develop and manage the department's revenue/expense budget, ensuring that goals are met.
5. Lead and evaluate the activities of the Director of Development, Grant Writer/Special Events Coordinator, and Fundraising Associate .
6. Develop strategies for outreach efforts by the President/CEO, the Board of Directors and individual volunteers for the purpose of raising funds for the organization.
7. Serve as a liaison to the board in development related functions, including preparing reports and presenting departmental progress.
8. Provide strategic direction for the organization's fundraising events.
9. Create and update processes to ensure effective cultivation, solicitation, acknowledgement, and recognition of all donors. Ensure the successful implementation of a comprehensive program of communications for donor stewardship with the goal of upgrading the contribution level.
10. Lead in the identification, and solicitation of individuals, corporations and foundations for major gift procurement.
11. Serve as the organization's Planned Giving Officer; develop, solicit and secure planned gifts through education and outreach.
12. Staff the appropriate committees as designated by the Board of Directors relevant to fundraising.

13. Represent the Council on Aging for assigned community organizations through membership or activities.
14. Make presentations to groups within the community to explain the mission of the Council on Aging and to secure advocacy support.
15. Work with the Marketing Manager on strategic initiatives for development related press releases and public service announcements.
16. Foster professional development through professional associations, workshops, seminars and conferences.
17. Perform other duties as assigned by the President/CEO.

Job Specifications:

Education/Experience:

1. Bachelor's Degree in Communications or related field is required.
2. Minimum of 10 years broad based experience in fund development, specifically with major gifts and planned gifts, public relations and communications.
3. Certified Fund Raising Executive preferred.

**Interested applicants may send resume and questions to the Director of Human Resources, Sandy Martinez
smartinez@kanecenter.org**