

Chief Development Officer

(914) Cares is looking for a visionary and mission driven Chief Development Officer. This person will be responsible for building, maintaining, and leading a comprehensive fundraising plan. The Chief Development Officer will report to the CEO and work closely with the COO, Advisory Board and Governing Board. This person must have the ability to work collaboratively with both internal and external constituencies.

Responsibilities

- Identify new funding opportunities to create a well-balanced mix of revenue sources that include corporate giving, major gifts, and foundation grants
- Oversee and/or write high-quality fundraising materials including proposals, grant submissions, presentations, and donor communications
- Ensure the integrity and accuracy of the donor database as well as timely distribution of acknowledgement letters and reports
- Analyze and leverage data to track and trend fundraising efforts and monitor established targets and financial goals
- Develop and execute innovative stakeholder communication strategies to educate and inform supporters and the community of the organization's impact
- Identify, build, and maintain relationships with elected officials and local leaders
- Build awareness of the organization, its programs, and primary goals through outreach at conferences, community events, and other appropriate venues
- Implement, plan, oversee, and attend fundraising events including on weeknights and weekends
- Create fundraising appeals that combine email and social media to generate revenue

Job Qualifications

- Bachelor's degree required. Advanced degree preferred.
- Minimum of 5 years' in nonprofit development
- Demonstrated record of success in cultivating and managing individual donors, corporate sponsors, and foundation grants

Knowledge Skills and Abilities

- An understanding of and passion for the mission of (914) Cares
- Ability to cultivate strong relationships both internally and externally
- Detail oriented with excellent oral and written communication skills
- Must be proficient in fundraising software platforms, analytics, and technology
- Ability to mentor, motivate and inspire team members
- Ability to drive around Westchester County for meetings with donors, community partners and recipients