



JOB TITLE: Chief Advancement Officer (CAO)

DEPARTMENT: Advancement

REPORTS TO: President & CEO

PRIMARY FUNCTION:

Reporting to the President & CEO, the Chief Advancement Officer carries out an aggressive plan for managing and securing donations from diverse revenue streams and is responsible for developing multi-year and annual revenue projections that must be evaluated monthly. The position requires collaboration with staff in the Finance, Operations, Marketing, and Program departments. The Chief Advancement Officer serves on the Senior Management team and actively interacts with the Board of Directors.

KEY ROLES (ESSENTIAL JOB RESPONSIBILITIES):

Leadership/Management - 30%

- Manage all aspects of the Advancement Department giving, including, but not limited to, securing donations from individuals, corporations, and foundations. Manage campaigns, estate giving, special events, and marketing & communications. Manage the ongoing stewardship of donors, CRM database management, and the company website. Timely and successful execution of fundraising goals, strategic plan goals, and other tasks as assigned.
- Provide the leadership needed to tackle all day-to-day issues related to Advancement.
- Attract and retain top talent, including supporting hiring throughout the organization.
- Routinely visit Clubs and attend events in order to engage with staff and better understand our services and social issues we work to overcome.
- Work effectively with colleagues in other departments to ensure BGCMC effectively achieves its mission and goals.
- This position requires active participation at the Senior Management level, pushing for high standards, effective execution, and strong communication across the organization.

Strategic Planning- 15%

- Execute the organization's strategic plan and mission through the effective communication of successes and challenges, one-on-one and within the senior management team.
- Ensure that all direct reports manage by objectives (MBOs) are in line with the strategic plan and are focused on the 3-5 things that will notably move us forward; ensure that the MBOs are used for priority setting.
- Recommend changes to the Strategic Plan yearly when needed.

Fundraising & Financial Management,- 45%

- Oversee development of BGCMC's annual Advancement revenue budget, collaborate with CFO, COO & CEO on the overall budget; explore opportunities to grow revenue.
- Oversee all capital or capacity-building campaigns
- Manage a portfolio of top donors in the \$10K+ range and above
- Ensure that a strong working relationship is taking place between the Advancement and Finance Departments, with full monthly reconciliation and close management of cash flow.
- Produce an un-reconciled Gift Detail Report weekly; reconcile the report with Finance monthly.
- Produce reports for the Advancement Committee of the Board, as requested, to ensure the committee is adequately informed.

Collaborations & Partnerships- 10%

- Develop and/or advance partnerships and collaborations with funding institutions, other non-profits, etc., building win-win relationships that help BGCMC achieve its strategic plan goals.

SKILLS/ KNOWLEDGE PREFERRED:

- Bachelor's degree from an accredited college or university.
- Seven years of experience in a leadership capacity with proven success in staff management - ***experience with a youth development organization or other community-based organization.***
- Thorough knowledge of the Advancement field.
- Demonstrated ability to organize, direct, plan, budget, and coordinate.
- In-depth knowledge of donor database software - experience with Blackbaud Raiser's Edge.
- Leadership skills, including negotiation, problem-solving, decision making, and delegation.
- Very strong oral and written communication skills.
- Ability to establish and maintain effective working relationships with the Board of Directors, staff, community groups, and other related agencies.
- The ability to drive an automobile is strongly preferred.

PHYSICAL REQUIREMENTS/ WORK ENVIRONMENT:

- Must be able to lift 15 lbs.
- Must be able to stand for at least 1 hour
- Must be able to sit at computer workstation for long time periods

Additional requirements:

MUST present proof of COVID-19 vaccination (if eligible for medical exemption, please communicate directly with BGCMC's Human Resources team) prior to the start date.

COMPENSATION: Salary range starts at \$120,000 per year and is based on experience and qualifications. Paid benefits package includes paid vacation, paid sick leave, Medical, Vision, dental, Pension and 403(b) Plan Investment Options. Professional development opportunities are available contingent upon funding and approval. This position is classified as exempt.

DISCLAIMER:

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, nor to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications, and objectives required of employees assigned to this job.

BGCMC is an EEO employer committed to excellence through diversity. All employees must be eligible for employment in the U.S.

Last Updated: 8/23/22