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## ***Chief Advancement Officer***

### **Summary:**

The Chief Advancement Officer (CAO) will be charged with creating and executing a development plan, inclusive of corporate and foundation relations, individual major gifts, annual giving, church relations, event development strategy, and donor communications. They will collaborate across the ministry to leverage existing organizational relationships as well as to identify new potential sources of philanthropic support. The CAO will work closely with the CEO, Development Team, and Board of Directors to apply management strategy to the cultivation, solicitation and stewardship of both individual, church, and organizational donors. They will lead a team of six development and financial administration staff members in creating and executing the organization's fundraising strategy, maintaining church collaborative partnerships, and monitoring financial income streams. They will partner with the CEO to drive the organization forward financially through donor care, donor acquisition, development project management, and vision-casting among the CS family and general community.

**Essential Duties and Responsibilities** include the following. Other duties may be assigned.

The CAO will oversee the development and execution of the following functional areas over time. To begin, priority will be given to solidification of missional understanding and branding. Focus will then shift to learning the Advancement Plan including donor communication strategy. This role will be supported by and Development Team members with responsibilities of development administration, executive assistance, event planning, church relations, and donor marketing (graphic design and communications).

### ***Fundraising Strategy & Operations***

- Annually develop and implement a multi-year fundraising strategy that is inclusive of diverse revenue streams – including foundations, churches, corporations, and individuals. As part of this strategy, set, monitor, and report on measurable goals for revenue sustainability and growth.
- Partner with CEO to define CS's fundraising priorities as related to the organization's strategic plans.
- Work closely with the Development Team to forecast annual revenue goals, perform monthly revenue reconciliation and manage donor reports to maintain accuracy and financial accountability.
- Oversee all donor events and create content and strategy for the story of impact to be told and the ask to be given at each.
- Develop and maintain internal systems that increase transparency and integration of data across the organization. This includes evaluation of existing technology and tools, such as CS's CRM.
- Participate in annual trainings as required by CS.

### ***Corporate and Foundation Relations***

- Collaborate with the Development Team to research and identify philanthropic potential within existing organizational relationships, and to identify new prospective corporate and foundation funders.
- Create and manage cultivation, solicitation and stewardship strategies for the most promising corporate and foundation prospects, partnering with CS leadership as relevant.
- In partnership with CEO and key staff, manage a portfolio of the organization's highest capacity corporate and foundation funders (current and prospective).
- Oversee creation of a philanthropic grants process, inclusive of grant application drafts and submissions, post-award reporting, and stewardship for current and prospective grant-related funders.

### ***Individual Major Gifts***

- Identify and prioritize individual major gift prospects, leveraging existing relationships and CS staff and Board member networks.
- With Development Team, create and manage cultivation and solicitation strategies for the most promising individual major gift prospects, partnering with CS leadership and/or key staff members as relevant.
- In partnership with the CEO, manage a portfolio of the organization's highest capacity major gift donors (current and prospective).
- Support and advise the CEO, the Board of Directors, and other staff on cultivation and solicitation of major gift donors and prospects.

### ***Annual Giving***

- Oversee creation and implementation of a segmented annual giving strategy that seeks to increase donor retention and overall commitment levels.
- With Development Team, develop and implement an annual giving solicitation strategy, with an emphasis on relational and digital engagement.

### ***Donor Communications***

- Oversee creation and implementation of a segmented donor communications strategy, inclusive of stewardship materials that compellingly illustrate the impact and outcomes of CS's work.
- Partner with patient care leadership to create impact reports for fundraising priorities. Ensure staff and Board members have the necessary tools to communicate this information consistently and impactfully to external audiences.
- Lead efforts to speak in churches, civic gatherings, or any other advancement opportunities.

### ***Board Management***

- Partner with CEO in managing fundraising-related activities of the Board of Directors, including the creation of annual engagement plans for each Board member and management of Development Committee.
- Identify opportunities to enhance Board confidence and impact in fundraising conversations.

**Education/Experience:**

- A minimum of a Bachelor's Degree required
- Experience in fundraising, business relations, public speaking, sales, ministry leadership, or a related field required

**Qualifications:**

- Personal, professional and public integrity
- A deep personal passion for this mission and who we serve
- Agree with our Statement of Faith and have a seasoned relationship with Jesus
- A "team-mindset" to contribute to and benefit from working together in order to fulfill the organization's mission
- Ability to take initiative and be proactive
- Ability to organize and prioritize work and manage multiple tasks in a collaborative setting
- Strong interpersonal skills
- Effective public communicator
- Highly Relational
- Strong written and verbal communication skills
- Proficient in Microsoft Office

**Please Submit Cover Letter and Resume To:**  
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