

**Chief Philanthropy Officer**

360 Youth Services, a non-profit agency transforming the lives of youth for almost 50 years, is seeking a Chief Philanthropy Officer to create and lead a culture of philanthropy as well as staff the Development Board Committee.

Our ideal candidate has significant **prior experience leading a development department;** championing agency-wide fundraising initiatives; and supervising and developing staff. Additionally, this candidate is both **mission and goal driven** with experience in using data to make management decisions. **Entrepreneurial spirit** with a demonstrated ability to create systems and structures and build a high performing fundraising team. With a history of increasing demand and not enough services in our community, our goal is to triple the size of the organization in the next 5 to 7-years through both organic and inorganic growth.

This is a full-time (40 hours/week) **executive position,** exempt, and reports directly to the CEO. As a department head, the Chief Philanthropy Officer is a member of the Senior Leadership team who together are responsible for strategic decision impacting the entire organization.

**Duties & Responsibilities:**

1. With support of the Development Board Committee, Board of Directors, and the CEO, develops and implements a comprehensive strategic fundraising plan to achieve marketing and philanthropic goals. Goals will increase each year to support program growth.
2. Consistently monitors progress towards goal; evaluates plan impact and effectiveness; and adjusts strategy accordingly holding stakeholders accountable to both tasks and targets.
3. Works with the CEO in engaging the Board of Directors, Advisory Council, former clients, and staff in positioning 360 Youth Services as the top nonprofit for investment of charitable dollars in the community.
4. Develops and implements a stewardship program aimed at developing deeper connections with donors.
5. Develops the infrastructure needed to significantly grow revenue through the solicitation and stewardship of major gifts, federal and state grants, special events, individual giving, and corporate and foundation support.
6. Actively manages a portfolio of major donors as well supports CEO and Board of Director members to manage their individual donor portfolios. Works to retain existing donors as well as bring in new donors by identification, cultivation, and solicitation.
7. Leads research of funding sources and anticipate trends to help position 360 Youth services ahead of funding changes.
8. Reviews and develops board policies as it relates to philanthropy.
9. Works with the CFO to establish, manage, and monitor the department budget and reconciles related revenue streams.
10. Oversees accurate tracking of all gifts and pledges by source and purpose, provides reports on monthly and quarterly basis, and ensures the timely acknowledgement of gifts.
11. Responsible for the development, execution, and oversight of agency-wide marketing and communications plans.
12. Oversees the execution of robust social media marketing plans, to ensure enhanced visibility within our community.
13. Oversees the development of marketing material, including the development of the annual report, written appeals, press releases, newsletters, infographics, brochures and other print and web-based content.
14. Represents 360 Youth Services in the community, makes presentations and tells a compelling story that is respectful of our clients.
15. Serves as staff liaison to the Board Development and Marketing Committee.
16. Completes other duties as assigned.

**Relationships:**

1. Reports to and works closely with the CEO.
2. Creates a high performing team and supervises Corporate and Community Giving Manager, Marketing and Events Manager, and Grant Writer as well as their respective functions and tasks.

**Qualifications & Characteristics:**

1. **Education:** Bachelor’s degree in a related field required; Master’s degree or CFRE preferred.
2. **Experience:** 8 – 10 years of experience in fundraising with material experience growing and leading a Development Department required.
3. **Competencies:** Strong interpersonal and communication skills, with the ability to relate to a diverse group of stakeholders required. Ability to effectively craft and deliver messaging to increase awareness, visibility and community connection to the mission required.
4. **Technical:** Expert knowledge in current fundraising strategies and trends required. Knowledge of and experience using donor software required. Experience using Raiser’s Edge preferred.
5. **Social Skills:** Must be a positive, engaging, open to feedback, collaborative team player with the ability to work independently and take initiative.
6. **Leadership:** As a member of the Senior Leadership Team model these principles -
* We value each other and authentic relationships.
* We cultivate openness and vulnerability to challenge ideas not people.
* We remain engaged and honor healthy conflict.
* We hold ourselves and each other accountable.
* We value all voices to inform decisions.
* We seek commitment not consensus.
1. **Mission-Driven:** Reinforces 360’s mission and vision with the organization and the community.
2. **Collaboration:** Advocates for inclusion and diversity. Initiates the development of relationships with partners and key community leaders. Inspires others to engage with and support 360.
3. **Personal Growth:** Models adaptability, facilitates change, and an awareness of the impact of change. Demonstrates a hunger to maintain and learn skills.

**Special Conditions:**

1. Position requires evening hours and weekends.
2. Must have access to a vehicle daily, a valid driver’s license, good driving record, and proof of auto insurance.

**ORGANIZATIONAL VALUES**:

Our values unite us as an organization. They are the anchors that steer our behavior, interactions with each other, and provide a guide for decision-making.

* **Compassionate:** We wholeheartedly care for and listen to others
* **Empowering:** We nurture potential, build on strengths, and inspire hope for a brighter future
* **Inclusive:** We accept others completely as they are
* **Affirming:** We encourage and celebrate personal identity
* **Respectful:** We hear people where they are and are willing to work on judgments we may have towards others while treating people with the highest regard
* **Authentic:** We are truthful and transparent in what we say and do

**About 360 Youth Services:** 360 is a powerful organization joined together by a shared commitment to change lives and inspire hope. By strengthening emotional skills, reducing youth access to and use of alcohol and other drugs, and ending the experience of homelessness, 360 works passionately in our pursuit to help children, teens and young adults experience their full potential.

360 Youth Services is an equal opportunity employer. Applicants of color and those who identify as LGBTQ+ are highly encouraged to apply. Decisions and criteria governing the employment relationship with all employees are made in a nondiscriminatory manner, without regard to race, color, creed, religion, national origin, sex, marital status, pregnancy, disability, sexual orientation, gender identity or expression, veteran status, age, FMLA status, or any other factor determined to be unlawful by federal, state or local statues.

To apply for this position, please email a cover letter with salary requirements and your resume to: jcaribeaux@360youthservices.org.

For more information about 360 Youth Services visit our website at: [www.360youthservices.org](http://www.360youthservices.org)