



POSITION AVAILABLE

Job Title: **Chief Advancement Officer**
Department: Advancement
Reports To: Chief Executive Officer
Classification: Full-Time, Exempt

Organization:

Jewish Family Services (JFS) supports and strengthens the Kansas City community by providing essential programs and services for individuals and families coping with crises and life's everyday challenges. JFS is a nonprofit 501c3, non-sectarian agency, which serves people of all ages, regardless of race, ethnicity, gender, sexual orientation, physical ability, religion or socioeconomic status. It serves over 7,000 individuals annually, plus an additional 20,000 young people through its 'You Be You' mental health campaign in local middle and high schools. Programs include Keshet KC Food Pantries and affiliated shelter, employment, and social work services; mental health services; and older adult services. The annual budget is \$4.6M.

Position Summary:

The Chief Advancement Officer (CAO) oversees, provides leadership for, and is responsible for achieving success in the fundraising, marketing, and communications initiatives and activities for the organization. Expands Jewish Family Services' fundraising capabilities and elevates Jewish Family Services' fundraising goals. Working closely with the advancement team members (currently 6 people, some of whom are part-time, and 3 contractors) including a Director of Marketing and Communications, Manager of Corporate & Foundation Relations, Development Manager, and a Special Events Coordinator, leads a multifaceted development and external affairs operation including major individual gifts, foundation and government grants, corporate sponsorships and grants, events, board and leadership volunteer development, annual giving, endowment and planned gifts, direct marketing, communications, marketing, and public relations.

Responsibilities:

The Chief Advancement Officer is responsible for setting the strategic direction of the development, marketing, and communication team, and for setting and achieving annual goals and priorities in accordance with Board priorities and the organization's strategic plan.

The CAO will be charged with personally developing, leading, and growing major individual gift activities. Identifies, cultivates, solicits, and builds relationships with donors and prospects with the capacity to give five, six, and seven figure leadership level gifts. Works in close partnership with the CEO, Director of Individual Gifts, members of the Board, and other advancement staff members in coordinating their activities in this area, providing coaching and coordination, continuing to foster an institutional culture where individual donors are sought after and highly valued.

Designs strategies to engage donors, develops tailored proposals and engagement opportunities. Builds a robust pipeline of potential donors through effective research and networking. Constant face-to-face, telephone, and electronic communications with organizational supporters and prospects.

Provides energetic and visible leadership and motivation to the Board of Directors and other leadership volunteers. Works with the Board and CEO to develop and implement plans to recruit and involve leadership-level volunteers.

Provides leadership and direction to development, marketing, and volunteer engagement staff and contractors, including providing direct supervision and coaching to the Director of Marketing and Communications, Development Manager, Director of Individual Gifts, Manager of Corporate and Foundation Relations, and Special Events Coordinator. Creates a collaborative, supportive, high-functioning team.

As one of five members of executive management, serves as one of the key leaders of the organization. A strategic thought partner and a skilled collaborator, offers valuable insights and input on broad strategic discussions and builds bridges with other departments, partners, and stakeholders.

Monitors progress toward goals for all campaigns, assisted by the Development Manager. Shares regular updates on progress towards goals with senior management, the Board, and campaign leadership. Works closely with the CFO and CEO and others on the development and monitoring of the annual budget.

Qualifications:

- Strong commitment to personal and team excellence.
- Track record of successfully raising funds, managing a team, and providing leadership to board, staff, and volunteers.
- Proven fundraising skills and knowledge, especially in the area of individual donor relationships.
- Exceptional relationship development skills, and a record of success at personally raising major gifts.
- Ability to think strategically and creatively, as well as to implement and follow-through.
- Experience leading teams to achieve ambitious objectives.
- Knowledge of the non-profit sector and awareness of the context in which Jewish Family Services operates.
- Ability to work under pressure, with grace and diplomacy.
- Excellent oral and written communication skills, and the ability to passionately communicate the impact of Jewish Family Services' work.
- Familiarity and comfort with development database systems.
- Ability to consistently exemplify agency guiding principles, upholding and reflecting organizational mission and values. Understanding of and appreciation for Jewish community and culture.

Guiding Principles:

JFS is guided by five principles that inform how we engage with each other and the community we serve. The right candidate will be in alignment with these principles:

1. ***B'Yachad - Stronger Together***: We are stronger as an agency and a community when we think, work, and serve together.
2. ***Being Human Centered***: We put the human experience and perspective at the center of our thinking, programming, services and interactions.
3. ***Collaboration***: We actively seek partnering opportunities within JFS and throughout our community
4. ***Innovation & Entrepreneurship***: We respond and continually adapt to ongoing needs and changes in the Greater Kansas City area.
5. ***Open Communication***: We communicate openly, honestly and in a solution-oriented manner.

Remote Work Environment:

Through at least December 31, 2020, the offices of JFS will be closed for most functions, and the Chief Advancement Officer, along with most staff, are required to work remotely. The hired candidate will need to affirm that he or she will be able to successfully work off-site during this period.

EEO: Jewish Family Services is an equal opportunity employer, committed to diversity and inclusion. Employment decisions are based on qualifications, merit, and organizational need. All applicants will be considered for employment with dignity and respect, free of all discrimination, including that which is based on race, color, religion, gender, language, national origin, ancestry, age, disability, marital status, sexual orientation, and gender identity or expression.

To Apply: Please submit cover letter and resume at:

<https://recruiting.paylocity.com/recruiting/jobs/All/cd6fbb87-3840-4369-aef2-3d1df747fb36/Jewish-Family-Services>