



## Chief Advancement Officer Job Description

### About Us

Coaching4Change (C4C) mobilizes college students to serve low-income K-12 school districts, expands pathways for student success and builds a pipeline of future educators. We do this by recruiting, training, and placing local, talented, and diverse college mentors to support school improvement initiatives aimed at increasing student engagement and improving school culture and climate. Over 60% of our college mentors identify as people of color, because we know representation in schools matters. Professional educators supervise and coach the college students who then mentor the middle school students, creating a cross-age mentoring model that promotes growth opportunities for all participants. For more information, see [www.c4cinc.org](http://www.c4cinc.org).

### Position Summary

Are you passionate about spearheading the Development team for a rapidly expanding nonprofit organization dedicated to the educational success of young people? If so, this role might be the perfect fit for you. C4C is actively seeking an accomplished leader with a strong nonprofit fundraising background to step into the position of Chief Advancement Officer. Reporting directly to the CEO, you will be the driving force behind all fundraising and development efforts at C4C.

We're in search of a dynamic and entrepreneurial individual who can not only create and execute a comprehensive fundraising program but also develop strategies to broaden our donor and prospect network. Your responsibilities will extend to collaborating with the CEO and Board of Directors to nurture, solicit, and maintain relationships with donors. The ideal candidate is strategic, capable of translating multifaceted plans into tangible outcomes, committed to continuous learning and growth, and adept at maintaining a holistic perspective while also paying meticulous attention to details. A demonstrated track record of successfully building relationships with high-net-worth individuals and securing major gifts is a critical requirement.

If C4C's mission deeply resonates with you, and you are ready to build and lead a small development team with growth potential, have a history of designing and leading innovative fundraising initiatives, and possess the ability to effectively steward your current donor base while simultaneously attracting new philanthropic investors, we encourage you to apply. Further insights into the Chief Advancement

Officer's role and responsibilities can be found below. Join us in advancing our mission and making a significant impact in the lives of young people across Massachusetts and Rhode Island.

### **Core Responsibilities:**

#### **Raise the philanthropic resources necessary to support and grow C4C programs and initiatives.**

- Directly manage a portfolio of prospects and donors who have the potential to provide significant charitable gifts to the organization. Cultivate, solicit and close annual, major gift and multi-year contributions.
- Achieve all annual and multi-year revenue goals, significantly growing philanthropic support.
- Identify new funding prospects to support the organization.
- Effectively implement, steward and grow C4C's Leadership and Major Gifts Program to increase annual and multi-year support from the regions' wealth markets.
- Develop and lead the grant strategy, maintaining regular correspondence with corporate leaders and foundation program officers and trustees to ensure strong long-term relationships. Supervise the organization's grant writer.
- Prepare written strategies for top-tier prospects. Support the CEOs' fundraising efforts.
- Serve as a passionate proponent of the organization and its mission.
- Appropriately represents the organization, its board and staff leadership to donors and prospects.

#### **Implement a comprehensive fundraising program.**

- Implement fundraising strategies and programs, including a special emphasis on major giving, strategic partnerships, foundation and corporate relations that increase the organization's support from individuals, corporations, foundations and other sources in every community C4C serves.
- Provide leadership, strategic direction, management and coordination for all aspects of the program's development efforts.
- Prepare the annual fundraising plan in collaboration with the CEO for presentation to the Board of Directors; provide detailed reports about the fundraising progress on a regular basis, including but not limited to quarterly board meetings.
- Oversee donor stewardship and recognition programs, as well as all annual giving programs.
- Develop and implement an event strategy and oversee established annual fundraising events including the annual gala and smaller convenings to inspire interest and support.
- Responsible for prospect identification and solicitation and coordination of internal support activities.



- Create and instill a culture of data, accountability, and analysis throughout the fundraising operations. Develop and maintain systems and procedures for C4C's fundraising operations, policies, and procedures. Ensure accurate maintenance and security of records and donor information in the database.

**Work collaboratively with volunteer and staff leadership to enhance their fundraising skills and to support their revenue generating efforts.**

- Partner with and leverage the talents of the CEO to deploy his time and attention to focus on the greatest revenue generating opportunities. Manage and coordinate fundraising efforts of the CEO, the development team, C4C Board, and other key fundraising team members.
- Work effectively with the Board and other key champions, leveraging their talents, resources and ideas to identify new prospects, secure introductions, and engage and solicit prospects and donors.
- Enhance fundraising activities; understand the Board's giving patterns and desired involvement; enhance board members' ability to identify fundraising opportunities and encourage their ongoing participation as donors and solicitors.
- Build strong relationships with program leadership and staff; understand C4C programs; work collaboratively with program staff to integrate innovative development strategies to steward relationships and attract funding.
- Recruit, lead, evaluate, mentor, inspire and retain current and future staff and volunteers with fundraising responsibilities to empower performance excellence in their roles.
- Create a working environment that is supportive and rewarding to staff and volunteers.
- Recruit and motivate community and business volunteers to increase philanthropic attainment in every community that we serve.
- Lead staff and volunteers to institutionalize philanthropy and fund development within the organization. Foster a culture of philanthropy within the organization. Assure that the organization's culture, systems and procedures support fund development and vice versa.

**Serve as a member of C4C's senior leadership team to advance the organization's goals.**

- First and foremost, maintain focus on achievement of the organization-wide goals, and build and implement the comprehensive fundraising program to support achievement of the goals set forth in C4C's annual and long-term strategic plans.
- Increase visibility of C4C and its development activities and community events. Provide counsel and guidance to the CEO and members of the senior leadership staff team in order to incorporate the development perspective.
- Lead and engage senior management team in developing effective messages for donor audiences.



- Embrace a culture focused on strong vertical and horizontal communication lines throughout the organization.
- Serve as a proactive problem solver.
- Ensure that programmatic commitments, financial standards, gift expectations, and legal requirements are met.
- Ensure that philanthropy and fund development are carried out in accordance with the organization's mission, vision and values.
- Performs other related tasks and special projects, as required.
- Incorporate and adhere to all Diversity, Equity and Inclusion learning, practices and commitments.

#### What You Bring:

- **Demonstrated Excellence in Fundraising:**
  - Proven track record of identifying, cultivating, soliciting, and successfully securing donations from individual donors, corporations, and foundations.
  - A history of achieving tangible results in organizing and overseeing a spectrum of fundraising activities, including major gifts, corporate partnerships, annual funds, foundation grants, planned giving, direct response, and special events.
- **Effective Stakeholder Engagement:**
  - Demonstrated ability to build strong relationships and quickly earn the respect and support of diverse groups, encompassing board members, staff, donors, corporate executives, employees, and community leaders.
- **Financial Acumen:**
  - Proficiency in utilizing advanced fundraising systems and relationship management software.
  - Sound understanding of nonprofit and for-profit fiscal management, along with a grasp of industry best practices.
- **Exceptional Communication Skills:**
  - Adept at effectively conveying the organization's mission and objectives to a broad audience.
  - Highly skilled in both written and verbal communication, including crafting persuasive proposals, donor correspondence, and various promotional materials.
  - A commitment to ethical storytelling, incorporating DEI principles throughout all fundraising efforts, and ensuring narratives align with the organization's DEI values.
- **Leadership and Passion:**
  - High-energy and unwavering dedication to C4C's mission, with a strong enthusiasm for philanthropy and nonprofit work.
  - A resilient and creative leader who can positively influence both strategic and tactical fundraising initiatives, while remaining adaptable.



- Open to giving and receiving feedback, capable of working independently or collaboratively as part of a team.

### **Qualifications**

- Bachelor's degree required; Master's preferred.
- 5+ years of leadership experience as a Development Director, Associate Director of Development or equivalent positions in a nonprofit organization; with a proven track record raising major gifts and managing comprehensive resource development program (creating and managing relationships with multiple donor sources).
- Be readily accessible to donors and other stakeholders primarily based in eastern Massachusetts and Rhode Island.
- Valid Driver's License and access to a car required.

### **Position Details**

This is a full-time exempt position, 40 hours per week, Monday through Friday. The position is at-will, salaried with full benefits. Requires some evening and weekend work.

### **Compensation and Benefits**

Compensation commensurate with experience. A comprehensive benefits package, including medical, dental and 401(k) options. Flexible paid time off policy and flexible work schedules. Mileage reimbursement and home office stipend included.

### **To Apply**

Upload a letter of interest, résumé, and compensation requirements to: [Chief Advancement Officer Application](#)

**Deadline to apply:** Open until filled.

*Coaching4Change, Inc. is an equal opportunity employer that is committed to diversity, equity, and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, gender identity, religion, sexual orientation, ethnic or national origin, physical or mental disability, genetic information, age, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws. This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. C4C makes hiring decisions based solely on qualifications, merit, and business needs at the time.*