

# HARRIS RAND LUSK

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## FPWA Chief Development Officer Job Description

### **Background:**

FPWA is a leading New York City anti-poverty, policy, and advocacy nonprofit with a membership network of more than 170 human services and faith-based organizations. For 100 years FPWA has been a voice and advocate for marginalized children and families, working to dismantle the systemic barriers that impede economic security and well-being, and strengthening the capacity of human services agencies and faith organizations so New Yorkers with lower incomes can thrive.

With an operating budget of \$7.9M, FPWA impacts millions of New Yorkers of all ages, ethnicities, and denominations by advocating for structural changes in laws and government functioning, and fair public policies; providing critical capacity supports to strengthen and enhance the services of its member agencies; and collaborating with a variety of partners from multiple sectors to achieve economic security and well-being for all New Yorkers. FPWA's work is focused around three central tenets: ensuring New Yorkers with lower income have the necessary income and potential for building assets that enable them to thrive, not merely get by; ensuring an equitable, just, and appropriately resourced human services sector that is responsive to the needs of New Yorkers; and dismantling the unjust structures and systems that inhibit New Yorkers' rights to live with dignity and equitable access to power and opportunity.

FPWA's work is comprised of

- Research & Analysis-Driven Policymaking and Advocacy
- Program and Practice to Inform Systems' Change
- Raising Awareness, Educating, and Mobilizing
- Strengthening capacity to build more effective and responsive community organizations and leaders

FPWA is looking for an experienced Chief Development Officer to join the senior leadership team. The CDO will create and execute a sustainable and comprehensive fundraising strategy, inclusive of diverse funders and new donors. The right candidate will keenly understand the role that policy and advocacy institutions play in addressing inequity and economic instability through service delivery and systems and will be able to effectively communicate this to prospective donors. The CDO will be a thought partner and team player, working alongside other senior leaders, staff, and the Board to raise and secure revenues to support FPWA programming, policy and advocacy, and operations.

**Position:**

Working closely with a visionary and charismatic ED/CEO and highly skilled and knowledgeable Chief Program and Policy Officer, and a motivated and engaged Board of Directors, the CDO will strengthen and solidify FPWA's programs fundraising, and build out FPWA's policy and advocacy fundraising. This work requires someone who shares FPWA's vision and embraces FPWA's mission to effectively challenge and disrupt the status quo through meaningful systems change. The CDO will create and implement activities that engage current and prospective donors; research and cultivate new prospects from a broad range of constituencies; and proactively ensure FPWA has the appropriate infrastructure to support a growing and distinctive philanthropy program.

The CDO will work and maintain a funding pipeline. They will oversee major, institutional, and individual donor fundraising, and cultivate and sustain multi-year partnerships. The CDO will support Board recruitment and development and create, and support agency and Board sponsored fundraising efforts.

This is a highly visible and critical role; the ideal candidate must be a skilled and effective communicator and relationship builder capable of integrating smoothly into the management and organizational culture of FPWA.

*Specific Responsibilities*

Working closely with the leadership and staff of FPWA, the CDO will:

- Provide vision and leadership for all aspects of FPWA's fundraising program, and will integrate fundraising best practices across all levels and types of giving
- Partnering with the ED/CEO, CPPO and Board of Directors to develop and implement a comprehensive, sophisticated fundraising plan that will advance FPWA's fundraising goals, strengthen the pipeline and increase donors' affinity with their mission
- Build a broader base of support by refining the message and creating a high-touch, high-level donor program that stewards existing and new donors
- Position and support the ED/CEO for donor cultivation and major gift solicitations
- Engage the Board in meaningful participation that will boost a culture of fundraising, support, and engagement
- Manage a portfolio of individual donors, including the direct solicitation of major gifts
- Identify and craft funding opportunities that align with the interests of donors in the portfolio and the organization's strategic priorities
- Create strategies for success, set appropriate development goals and milestones, and implement benchmarking and progress measurement procedures
- Execute a best-practice Moves Management program that builds and manages the pipeline, supporting a streamlined and scalable development effort – this includes tracking prospect and donor contacts with appropriate follow-up
- Manage an effective development operational infrastructure by creating and executing efficient systems and procedures
- Create briefing memos, presentations, and other materials for leadership and donor meetings and reports
- Oversee institutional giving, identifying cultivating and sustaining multi-year partnerships

- Prepare an annual development budget and ensure that budgeting supports the organization's mission and strategic plan, as well as efficient and effective use of resources
- Lead, manage and develop the Development team to support a culture of high performance and accountability

### **Qualifications**

- Bachelor's Degree; minimum 10-15 years professional fundraising experience
- Track record of success in developing and implementing scalable fundraising plans, as well as cultivating and stewarding donors
- Systems-oriented and data-driven leader with well-honed fundraising operations skills, including the ability to critically evaluate fundraising efforts
- Demonstrated experience fundraising for policy, research and advocacy bodies of work
- Solid experience working with and supporting a Board of directors, including Board development and governance
- Strong management skills and experience cultivating and building a team of committed and achievement-focused professionals
- Analytical, organized, proactive, detail-oriented with strong ability to prioritize
- Outstanding oral, written, and interpersonal communication skills
- Ability to interact professionally with internal and external stakeholders who have diverse backgrounds, professional skills, and perspectives
- Creative, strategic thinker with excellent project management and cross-functional fundraising skills
- Familiarity with nonprofit organizations and funders, particularly in New York City
- Strong follow-through with the proven ability to set and meet deadlines and benchmarks
- Able to work effectively as part of a collegial and collaborative team
- Deep, personal commitment to the mission and vision of FPWA
- Sound judgment and a strong sense of social justice and activism
- Must be a self-starter and independent worker with an entrepreneurial spirit and strategic growth mindset

This is a NYC-based role with a salary in the range of \$175k to \$200k.

### **WORK ENVIRONMENT**

As part of building a culture where employees can do their best work, FPWA currently employs a hybrid model. Employees are currently in-office twice per week and senior leadership is in-office three times per week. We currently observe a company-wide remote day on Fridays.

Work performed by this role is expected to happen in or near New York, NY given FPWA's work policies and practices. This job operates in a professional office environment. This role routinely uses standard office equipment. In accordance with NYC Mayoral Executive Orders and mandates, FPWA requires proof of COVID-19 vaccination.

For more information on FPWA, visit [www.fpwa.org](http://www.fpwa.org)

**FPWA IS AN EQUAL OPPORTUNITY EMPLOYER**

**FPWA is committed to employing people who reflect the diversity of our member agencies and the communities and people they serve. Those with lived experience of justice involvement are strongly encouraged to apply. AmeriCorps, Peace Corps, and other national service alumni are encouraged.**

**To Apply:** FPWA has retained the services of Harris Rand Lusk to conduct this search. Inquiries, nominations, and applications may be directed in confidence to:

Elly Kirschner, Senior Director

Harris Rand Lusk Executive Search

New York, NY 10016

[ekirschner@harrisrand.com](mailto:ekirschner@harrisrand.com)

*When emailing your resume and cover letter describing your interest in the role, please write "FPWA" in the subject line.*