



Home Safe - Chief Advancement Officer

Overview

At HomeSafe, we have been providing hope and support to victims of child abuse and domestic violence in Palm Beach County for 40 years. Our team of professionals provides resources that enable clients to prevent family violence, to find protection from abuse, and to prepare for futures free from harm. Our purpose is to create safe, nurturing environments for infants, children, young adults, and families so that they can heal and live happy, healthy, productive lives.

This is an exciting time for HomeSafe as it undergoes a strategic transformation of its residential group care program for abused children. We are in the process of building two new state-of-the-art campuses that are scheduled to open in 2021. The journey toward well-being is not easy for our children, but these new campuses will provide an environment that will help considerably in their healing process.

As HomeSafe continues to grow and evolve, there are new opportunities to cultivate philanthropic support from individuals to help those in need and secure the agency's long-term financial health. We are seeking an experienced advancement professional to help us grow a robust program.

The chief advancement officer's primary responsibility is to identify and cultivate philanthropic relationships with current and prospective donors and establish a robust planned giving program. This includes developing and managing a fundraising initiative to support the construction of new facilities. The chief advancement officer position presents an extraordinary opportunity for the right individual to become a member of the HomeSafe team, given the agency's strength and fine reputation earned from the exceptional board leadership and management's execution of the vision. HomeSafe is accredited by the Council on Accreditation, which certifies that HomeSafe meets the highest national standards of best practice, and establishes our credibility as effective and professionally sound. In addition, we have consistently earned a 4-star Charity Navigator rating for sound fiscal management, accountability, and transparency.

Position Summary

The chief advancement officer (CAO) is responsible for building a strong fundraising program that substantially increases private philanthropic support for HomeSafe. This individual will manage all aspects of the advancement department, including major gifts, annual giving, fundraising communications, staff supervision, and budgeting. As the principle individual major gifts officer, the CAO's core responsibility is to identify, cultivate, and solicit individuals for major gifts. As a member of the executive team, the CAO is

responsible for integrating fundraising into the organization's strategy and program initiatives. As an advocate for the mission and programs of the organization, the chief advancement officer partners with the CEO in stewarding senior volunteer leaders and ensuring that influential public figures are aware of the important role HomeSafe plays in the community.

Planning and Management:

- Leadership – Build and lead a strong, competent advancement team.
- Office of Advancement's Strategic Plan and Plan Implementation – Successfully implement a plan for advancement that achieves fundraising objectives, and most importantly, the financial goals established by the agency.
- Staff Management – Develop and deploy staff by creating an effective department structure.
- Budgeting, Reporting, and Evaluation – Develop and manage an annual budget for the advancement program.
- Policies and Procedures – Review, revise, and create (when necessary) policies and procedures for effective operation of the advancement program.
- Gift Accounting and Gift Management – Ensure that all gifts are recorded correctly and that donors receive proper and timely acknowledgement of their gifts.
- Special Events – Oversee the event staff to ensure that special events are managed properly and used effectively to cultivate, solicit and steward donors.
- Grants – Collaborate with the grant researcher/writer to integrate fundraising initiatives and ensure that they are aligned with the strategic plan.

Fundraising:

- Major Gifts – Identify, cultivate, solicit, and steward donors. Develop and implement strategies to build prospects' trust, interest, and investment in the organization; involve key volunteers appropriately.
- Planned Giving – Create and manage a program to identify, cultivate, and solicit prospects for planned gifts. Ensure that collateral materials are produced.
- Annual Giving – Continue to build annual giving through growth in average size of donors' gifts and the recruitment of new donors annually.
- Board Giving – Serve as liaison with members of the board. Work with the chief executive and board chair to ensure that all members are properly cultivated and solicited for gifts aligned with their means.
- Corporate Giving – Build the corporate sponsorship and fundraising program to secure annual grant targets.
- Communications and Publications – Develop a donor-centered communication program that effectively cultivates prospects, stewards donors, and strengthens positive perceptions of HomeSafe and the value of gifts to its programs.
- Volunteer Recruitment and Support – Define volunteer roles and responsibilities necessary to create a vibrant and successful fundraising program.

Knowledge and Skill Requirements

- At least five (5) years of experience in major gifts fundraising with demonstrated success

- At least five (5) years of experience with a range of advancement/fundraising responsibilities with demonstrated success
- At least five (5) years of experience in a leadership position responsible for program management
- At least three (3) years of experience managing staff members
- Highly developed oral and written communications skills
- Demonstrated ability to manage multiple projects
- Significant evidence of consistently taking initiative to succeed at responsibilities
- Demonstrated experience effectively using Raiser's Edge or similar gift management system
- Demonstrated experience crafting budgets
- Familiarity with planned giving mechanisms

Knowledge and Skill Preferences

- Bachelors degree from an accredited institution
- At least eight (8) years of experience in major gifts fundraising with demonstrated success
- At least eight (8) years of experience with a range of advancement/fundraising responsibilities with demonstrated success
- At least eight (8) years of experience in a leadership position responsible for program management
- At least five (5) years of experience managing staff members
- Capital campaign experience
- Demonstrated experience with planned giving

To apply:

Email resume, cover letter, a relevant writing sample, salary history, and three professional references to jmueller@jmuellerassociates.com

Salary & Benefits:

Salary commensurate with experience, health and retirement benefits also provided. HomeSafe is an equal opportunity employer and a drug free workplace.

About Strategic Philanthropy:

Strategic Philanthropy, Inc. a south Florida based company, was founded on the belief that effective corporate giving can be so much more than simply writing a check to charities and nonprofits who ask for your help or involvement. It is our belief that when a company aligns its charitable giving with a strategic approach and measurable outcomes, the power of giving enhances a company's brand, image and strengthens the relationships and partnerships within the community.

In short, Strategic Philanthropy gets hired by companies to give away their money to nonprofits that meet a company's business goals and objectives. As you can imagine, we have many relationships with the nonprofits in our community. We value all of the programs and services they have to offer and work with them to help promote positions that are available within their organization so that they may find the best talent possible.

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