

Chief Development Officer

Who we are looking for:

You are a dedicated Chief Development Officer that will help us set the direction and ensure the longevity of The Arc of the Capital Area through donor development. You are dedicated to serving individuals with intellectual and/or developmental disabilities and furthering The Arc of the Capital Area's mission. You want to make a difference in people's lives to ensure that they are integrated into the community and have innovative quality services available.

You have education and experience working in the development field that will help increase the revenue by 40% over the next three years. You have experience in high-touch stewardship and donor recognition programs and design a strategic development plan. You have leadership experience that will guide the team in supporting these initiatives.

You are a motivated individual that can solve complex problems with a passion for philanthropy. You have the capability to raise awareness of the organization and its primary goals through outreach efforts, regular events in the community, publications, and media relations.

Drive the Change you want to see in the world!



Key Responsibilities:

- Immediately assess the “state of play” of in-process fundraising efforts and support those efforts as needed. Review the current fundraising support infrastructure to ensure that the organization can respond quickly, effectively, creatively, and contextually to long-term financial requirements and short-term operating needs.
- Serve as principal fundraising strategist for driving significant growth in contributed revenue.
- In collaboration with CEO and COO develop a comprehensive, data-driven fundraising plan that includes donor segmentation, objectives for individual and institutional fundraising and success metrics, identification of staff and board who will be actively involved in identifying, cultivating and stewarding relationships with existing and new donors, and donor recognition programs.
- Ten+ years’ fundraising experience with a sizable, high-performing organization that includes capital, endowment, annual fund, and event elements; demonstrated success in securing major gifts will be an advantage, as will experience identifying and stewarding long-term relationships with donors with evolving priorities.
- Demonstrated skills in motivating, directing, and managing staff and consultants and in coordinating and supporting the fundraising activities of others, including current lay leadership and alumni leadership; outstanding interpersonal skills.
- An exceptional communicator, both in writing and orally; a person who gets energy from connecting with individuals, aligning the case for support, and creating opportunities for engagement.
- Possess excellent organizational skills, high energy, strong project management skills, and ability to manage multiple responsibilities simultaneously to meet deadlines.
- Establish a balanced mix of donor sources and fundraising programs to attract and retain donors and fundraising volunteers.

Key Responsibilities:

- Establish performance measures, monitor results, and evaluate the efficacy of the fund development program.
- Maintain accountability and ensure compliance with all regulations and laws and the code of ethics for fundraising professionals.
- Help to recruit, train, and motivate fundraising volunteers.
- Maintain donor and financial records in accordance with general accounting and fundraising standards.
- Oversee development software and donor database.
- Create and maintain and marketing plan to communicate our events, mission and goals.

Skills & Experience

- Minimum of a bachelor's degree
- Minimum of ten years of development experience
- Minimum three years of grant proposal writing
- Excellent writing, analytical, and research skills required to craft funding proposals in a clear and compelling manner
- Ability to develop strategic communications content
- Ability to prioritize and handle multiple projects on an ongoing basis
- Ability to work well independently within a team environment
- Advanced knowledge of MS Office applications (Word, Excel, PowerPoint)
- Ability to quickly understand computer new software and maintain donor software
- Proven track record of success in fundraising.
- Strong interpersonal, decision-making, and leadership skills.
- Analytical thinking and ability to analyze data.
- Experience in marketing and financial management
- The position requires demonstrated experience in managing and implementing a comprehensive fund development program and producing charitable contributions.
- The individual is expected to be a highly competent enabler of volunteers and staff.

Employee Benefits

- We offer competitive salaries for this position
- Home office Stipend
- Hybrid model position
- Full medical, dental and vision benefits
- The Arc also offers a 403(b) retirement with employer match
- 6 weeks of PTO your first year Plus,
- We'll pay you for our 16 agency holidays
- Complimentary Employee Assistance Program
- Priority of Flexible work life balance

The Arc of the Capital Area is an equal opportunity employer

Job Type: Full-time Exempt

