

Chief Philanthropy Officer

Job Summary

The Chief Philanthropy Officer provides leadership to the organization's efforts to obtain financial and other support to sustain its work immediately and for the long term, in cooperation with our active, fundraising board and CEO.

Principal Accountabilities

1. *Fund Development* - Develop and implement a comprehensive goal oriented fund-raising program to further develop philanthropic opportunities at JFS including annual giving, major gifts (including endowments), sponsorships, family funds and testamentary giving.
2. *Ambassadorship* - Engage and assist selected committees or representatives of the JFS Board of Trustees in fund-raising and marketing initiatives. Promote and foster a culture of philanthropy within JFS (staff and board) and in the community.
3. *Donor Prospecting* – Identify prospective individual, corporate and foundation donors.
4. *Technology* - Work with selected staff to implement and maintain appropriate fund-raising software program and oversee donor stewardship.
5. *Volunteers* - Oversees the Volunteer Services Department, provides strategic direction and leadership for volunteer programs, including engagement, recruitment, community outreach, and cross-departmental collaboration to support agency-wide initiatives.
6. *Marketing* - Organize and create donor communications, solicitation and recognition programs and otherwise maintain relationships with donors. Collaborate with the communications manager and the volunteer staff to create and promote fund raising and philanthropic opportunities within all volunteer programs and communication materials.
7. *Agency Representation* - Make presentations as appropriate on behalf of the organization.
8. *Continued Education* - Maintain current on all ethics and new trends impacting development issues. Review best practice standards and implement new practices and procedures as needed.
9. *Security and Privacy* –Adhere to agency and client protection policies by regularly acclimating yourself with the JFS privacy, safety and security policies made available within the employee handbook.
10. *Employee Philanthropy* –Participate annually in agency and partner related philanthropic activities and campaigns.
11. *Mission Dedication* –Embody the mission and values of JFS in all work done on behalf of the

Minimum Qualifications

Experience: 5-8 years of experience in development with a human service agency

Education: Master's Degree preferred, or equivalent experience

Certifications or Licenses Required: CFRE preferred

Minimum Competencies

Skills

1. *Technology* – The successful CPO will not only be able to navigate Raiser's Edge fund development software, but also utilize Microsoft Word, Excel, and PowerPoint to effectively communicate with staff, funders, and other professionals.
2. *Analytics* – Able to conduct data analysis to discover, communicate, and generalize meaningful patterns and trends for fund evaluation and strategic planning purposes.
3. *Interpersonal* – The CPO is committed to quality donor service and is able to utilize intuition and creativity to assess and connect donors interests to opportunities.

Knowledge

1. *Public policy* – Maintains knowledge of current public policy trends related to health and human services to progressively seek resources for future agency needs.
2. *Cultural competence* – Recognizes specialized service needs of unique sub-populations within the Jewish community (such as Eastern European immigrants, religiously observant, LGBT, Holocaust Survivors, etc.)

Behaviors

1. *Collegiality* – Able to build and maintain a professional network for purposes of strategic collaboration.
2. *Motivational* – Communicates a clear vision and creates an environment in which employees are fully engaged in contributing to that vision.
3. *People management* – Able to establish accountability, communicating clear expectations and feedback about progress towards priorities.
4. *Drive* – Embraces continuous improvement on both personal and organizational levels.

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