

## Chief Development Officer

Interfaith Community Services (ICS) is a 34-year-old non-profit 501(c)(3) organization that provides services for seniors, adults with disabilities, and individuals facing financial crisis in the greater Tucson community. The mission of ICS is to help people in need achieve stable, healthy and independent lives. Essential safety-net services include emergency assistance for rent and utilities; emergency food boxes and supplies for low-income families and individuals; a resource center for employment assistance, financial literacy, and job coaching; and transportation and caregiving services for seniors. ICS is supported by over 1,000 volunteers, 112 faith communities, and many community partners.

**Description:** The Chief Development Officer serves as a key member of the ICS Leadership Team. This position is to provide leadership in setting and implementing the philanthropic direction for Interfaith Community Services, leading a team of staff and volunteers involved in the organization's integrated fund development activities, as detailed in the agency's strategic plan.

The primary responsibilities of the position are fund development including individual, endowment, and corporate sponsorships, grant writing and reporting, marketing and public relations, and to work collaboratively with other departments and the CEO to ensure the goals are met to fulfill the mission of the organization.

**Key Duties and Responsibilities:** This position will work closely with the Chief Executive Officer, Development Committee Chair and provide strategic input in an integrated Development Team and other members of the Board of Directors in the following responsibilities:

### Major Donor and Endowment Leadership:

- Lead, plan, manage and implement all aspects of fundraising programs including but not limited to an annual appeal, donor management, major gifts, direct mail solicitations, special events, communications, public relations, and grant management.
- Meet aggressive growth goals for fund development and increase the base of contributed support as aligned with institutional and strategic goals.
- Individual donor cultivation and stewardship including but not limited to creating and maintaining an ongoing donor relations program.
- Create and engage strategic opportunities for the CEO, Board Chair, and key committee members to engage in donor cultivation and solicitation.
- Oversee donor analysis, prospect research, and donor information management.
- Develop and implement a planned giving program to aid in growing the Jenkins Family Legacy Society and meet endowment goals.
- Oversight of all annual fundraising events including the Golf Tournament, Empty Bowls, and Eat, Drink & Be Giving.

### Corporate and Event Sponsorship:

- Develop and steward the corporate and event sponsorship program.
- Attend civic and outreach events in the community; represent ICS by speaking at public events as requested.
- Engage key committee members and donors in strategic opportunities to build corporate and event sponsorship.
- Organize friend-raising events or other activities to reach community leaders and potential donors.

### Grant Management:

- Oversee the grant writing, tracking, and writing process for private and governmental grants.
- Lead and collaborate in identifying and developing potential foundation and government grant funding opportunities for all ICS programs.
- Monitor grant calendar and reporting deadlines.

**Outreach and Public Relations:**

- Develop and implement a comprehensive marketing and visibility program of activity and outreach including but not limited to print materials, newsletters, annual reports, electronic communications and social media, speakers bureau, and faith community communications.
- Build relationships with regional media and pursue opportunities for donated advertising to increase visibility of ICS.
- Supervise writing and production of all advertising and marketing materials, including television public service announcements, print ads, videos, outdoor advertising, circulars and direct mail pieces.
- Initiate and implement networking activities, which further engage the community and civic organizations to enhance the work of ICS.
- Lead the expansion of the ICS branding through traditional marketing, social media, and ensuring consistency of presentation, image and messaging.

**Leadership and General Management:**

- Lead, hire, train, manage and evaluate the performance of all Development personnel, including volunteers.
- Develop and manager annual budgets for the department and establish appropriate goals for the fund-raising campaigns each year.
- Provide leadership in agency strategic planning with specific responsibility for fund development and communications activities, outlining specific strategies with both long- and short-term goals.
- Provide accurate and timely information to agency leadership fully informed about fund development and communications activities.
- Actively participate and report at Leadership, Development Committee, Planned Giving Advisory Committee, and Special Events Committee meetings.
- Perform other duties as assigned by the Chief Executive Officer.

**Required Qualifications:**

- Bachelor's degree and a minimum of 5 years of progressively successful experience in creating and managing comprehensive fund development programs including major gifts, endowments, capital campaigns, annual fund campaigns, special events and grant writing.
- Demonstrated experience with major gifts, planned giving, sponsorships, grants and endowment building.
- Ability to manage multiple projects and work assignments with a variety of staff and volunteers.
- Commitment to volunteerism and interfaith activities.
- Excellent skills in writing, speaking, and listening.
- Excellent prioritization and organizational skills.
- Self-initiated and able to work in both an unstructured environment and as part of a team.
- Proficient in using the latest versions of Microsoft Office Suite, In-Design, and various database programs.
- Ability to adhere to ICS Code of Conduct and uphold agency values of compassion, cooperation, integrity, and mutual respect for others.

**Desired Qualifications:**

- Experience raising one million dollars or more in a nonprofit social services organization or other fundraising experience with another organization.
- Excellent understanding of private philanthropy.
- Proven success for building a team and developing its members.
- Proven success in meeting deadlines in collaborative efforts involving Board Members, new and existing donors, and relationships with other management staff and volunteers.
- Takes a creative approach to traditional fundraising challenges.

**Reports to:** Chief Executive Officer

**Supervises:** Communications & Marketing Coordinator, Events Coordinator, Grant Writer, and Development Assistant

**Work Schedule:** Full-time, not limited to 40 hours per week. Duties may entail occasional morning, evening or weekend activities.

**FLSA Status:** Exempt

**Compensation:** Depending on qualifications and experience. Benefits provided include group health insurance, Simple IRA plan and company match, generous Paid Time Off, and paid holidays.

**TO APPLY:** Please send cover letter, resume, salary requirements and three professional references to: [recruiting@icstucson.org](mailto:recruiting@icstucson.org). This position will remain open until filled; however, we will conduct **first reviews of applications on May 24, 2019, with first interviews shortly thereafter.**