



Job title	CHIEF ADVANCEMENT OFFICER
Reports to	CEO

ABOUT FAIR CHANCE

Fair Chance envisions a world where every child succeeds.

We strengthen the sustainability and performance of community-based nonprofits to achieve **life-changing results** for children and youth experiencing poverty. We select nonprofits ready to take their leadership and organizations to the next level and provide them with a customized 6-24 month work plan aimed at strengthening the nonprofit's impact, sustainability, and success -- free of charge.

Since 2002, Fair Chance has partnered with **over 120 nonprofits**, tackling issues from job readiness to health, literacy to homelessness. Together, we've reached more than **100,000 children youth and families and are laying the groundwork for deepening programmatic impact and geographic expansion.**

For more information, please visit www.fairchancedc.org.

POSITION SUMMARY

The Chief Advancement Officer is a newly created executive position responsible for external relations strategy, fundraising, special events, and communications activities. The successful candidate will help forge new relationships to build Fair Chance's visibility, impact, and financial resources leveraging board members in the process. She or he will expand and diversify Fair Chance's donor base/pipeline and work closely with other team members to secure funding for new initiatives including geographic expansion. In addition, this position will engage in leveraging various communication channels and building relationships with key policy makers and community leaders to build awareness of issues related to the nonprofit sector, challenges for small nonprofits, and the Fair Chance solution. This position works as a part of an Executive Team and directly supervises a Director of Institutional Giving and Senior Development Officer, a Communications and External Relationships Manager, a Development and Communications Associate, several consultants, and eventually a Major Gifts Officer. The ideal candidate will have senior-level experience in leading and coaching staff, developing and being accountable for comprehensive plans and outcomes, growing organization revenues, a desire to be a part of a dynamic, growing organization, and will view advancement as an avenue for engaging and educating stakeholders in ways that promote change at the systemic level.

DUTIES AND RESPONSIBILITIES

Leadership, Vision and Strategy Development

- Work closely with the leadership team and board to develop and implement a multi-year strategy for how Fair Chance can best accomplish its vision.

- Ensure the strategy is appropriately resourced through a comprehensive, realistically ambitious revenue plan.
- Oversee research of funding sources and trends to help position Fair Chance ahead of major funding changes or trends, including to innovate new funding mechanisms aligned with Fair Chance's goals.
- Develop and implement an integrated strategic communications philosophy and plan aligned with Fair Chance's goals and values to advance our brand identity and reputation; broaden awareness of our programs and priorities; and increase the visibility of our impact across key stakeholder audiences.
- Lead a process to review and articulate a fundraising philosophy aligned with Fair Chance's values that all board and staff understand and embrace.
- Lead by example in modeling vision and core values of Fair Chance as well as advancing strategic direction and plan with all staff.
- Identify and cultivate key external relationships needed to facilitate the accomplishment of revenue and communication goals

Fundraising and Management

- Collaborate with the Chief Operating Officer to develop and implement Fair Chance's resource development and management systems.
- Actively work with the CEO and overall staff team to develop and implement a multi-year, comprehensive strategy and plan to include individual giving, a major gifts program, grants from national and local philanthropic, corporate, and government sources, special events, and earned income opportunities.
- Supervise, support, and mentor Fair Chance staff in alignment with Fair Chance's performance management system to ensure retention and growth of staff talent.
- As time and opportunities allow, serve as a resource to Capacity Building Specialists, Partners, and Alumni on nonprofit fundraising.
- Support and partner with the CEO and board members on all major fundraising initiatives, securing board commitments.
- With staff, develop and implement an ongoing plan for relationship-management, stewardship, and recognition of donors aimed at cultivating deeper ties and engagement.
- Monitor all donor information; provide and present statistical analysis to board and senior leaders.

Communications and External Relations

- Create marketing/public relations strategy that will position Fair Chance leadership to cultivate and enhance meaningful relationships with targeted, high-level external audiences, including the media and key influencers.
- Identify challenges and emerging issues faced by the organization. Work with leadership team and staff to recognize internal and external communications opportunities and solutions, and define and execute appropriate strategies to support them.
- Serve as communications counselor to Fair Chance leadership and board.

- Oversee development of all Fair Chance print communications, marketing collateral materials and electronic communications including Fair Chance’s website and new media; manage relationships with associated vendors.
- Serve as a spokesperson and lead point person on media interactions that help promote and/or impact the organization.
- Exercise judgment to prioritize and pursue media opportunities and prepare talking points, speeches, presentations, and other supporting materials as needed.

Relationship Building

- Identify and cultivate relationships with key community leaders to build their awareness and understanding of the mission and programs of Fair Chance
- Identify public conversations happening around key issues and subjects related to Fair Chance’s mission and goals and seek ways to engage on Fair Chance’s behalf.
- Leverage and build existing networks of nonprofits and funders to build connections on behalf of Fair Chance and our network.
- With the Director of Programs, find ways to engage and leverage Fair Chance’s network of nonprofits on behalf of Fair Chance’s larger mission through site visits and special events.

QUALIFICATIONS

The Chief Advancement Officer will be highly energetic and passionate, with a track record of achievement in previous leadership roles in nonprofit and/or philanthropic organizations, a commitment to addressing the needs of children, youth, and families, racial equity, and social change, established regional and national networks and relationships, and demonstrated business acumen.

- 10-plus years of professional experience in a nonprofit organization; demonstrated success in a development function (managing and forging relationships with multiple donor sources).
- Experience of having expanded and cultivated existing donor relationships over time.
- Experience with development and implementing comprehensive communication strategies and plans.
- Bachelor's degree required, Master's preferred.

DESIRED COMPETENCIES

- Ability to help set and develop systems for an ambitious, inspiring, modern vision for the next chapter of Fair Chance and how it can effectively deploy its human and financial assets towards championing racial equity and poverty alleviation by working in collaboration with youth serving nonprofits.
- Knowledge and experience with scaling the impact of a social change organization on a regional/national scale.
- Understanding of issues of race and equity and awareness of his/her own biases and brings that understanding to the work of Fair Chance, our policies, strategies, weaknesses and opportunities
- Intellectual curiosity, ability to think critically and have a history of being creative, innovative, and bold in identifying and establishing new programs, projects and systems that meet needs

- Skilled at engaging staff, the Board of Directors, and the larger community in strategy and execution.
- Ability and sophistication to inspire trust and confidence with a diverse range of stakeholders, including staff, donors, the Board, funders, community leaders, and partner organizations, and build connections between them.
- Capacity to develop a performance culture among a group of diverse, talented individuals.
- Inclusive leader who builds and supports a culture of collaboration and trust among the Board and staff.
- Mature leader who embodies humility, wisdom and strength of character.
- Thorough and transparent communicator, this individual will demonstrate the ability to provide clear expectations and accountability measures for staff deliverables while encouraging innovation and initiative.
- Flexible and adaptable style; a leader who can positively impact both strategic and tactical fundraising initiatives.
- Excellent communication skills, both written and oral; ability to influence and engage a wide range of donors and build long-term relationships.
- Ability to construct, articulate, and implement annual development plan and maintain tracking of progress.
- Strong organizational and time management skills with exceptional attention to detail.
- Knowledge of and experience with using Salesforce as a CRM for donor relationship management and tracking.
- A professional and resourceful style; the ability to work independently and as a team player, to take initiative, and to manage multiple tasks and projects at a time.

SALARY RANGE \$100,000-120,000

Fair Chance is an Equal Opportunity Employer. We value diversity – we are and want to continue to be people of multiple ethnicities, perspectives, and life experiences. We believe and respect how this strengthens our work. Therefore, we are seeking qualified candidates from all backgrounds who believe in our mission and align with our values.

HOW TO APPLY

Please submit a cover letter and resume by clicking [here](#). The position will be open until filled.