



Job Title/Position: Chief Advancement Officer

FLSA Classification: Exempt

Salary: \$90,000 - \$97,000

Reports to: CEO

JOB DESCRIPTION

Summary/Objective: Under the supervision of the Chief Executive Officer, the Chief Advancement Officer is responsible for designing, managing and executing integrated organizational donor development, fundraising, marketing, communications, and public relations activities in support of the mission of The Green Chair Project. The position's responsibilities include, but are not limited to: Major Gift Planning, Fundraising Campaigns (Corporate and Individual), annual fundraising events, open houses, grant writing, individual and corporate giving efforts, and donor acknowledgement/stewardship. The Chief Advancement Officer will establish and implement strategies that have short to mid-term (1-3 years) impact to the organization. This role will also be responsible for overseeing The Green Chair Project's social enterprise division and provide subject matter direction across multiple facets of the organization.

The goals of this role are: to support the mission of the organization, increase the community, donor, and stakeholder support for The Green Chair Project, and to adhere to all policies and procedures set forth by the CEO and Board of Directors.

Responsibilities/Essential Functions:

Development:

- Oversee the implementation of a successful fundraising strategy to support organizational and project development needs.
- Build relationships with local, regional, and national funders.
- Develop short to mid-term plans for optimizing the organization or department.
- Provide leadership for major proposals, business alignment and business development initiatives.
- Grow major gifts program including identification, cultivation, and solicitation of major donors.
- Ensure timely and accurate entry gift and donor data.
- Support event planning and committees and conduct or coordinate solicitation of support.
- Manage and/or conduct logistical execution of events.
- Coordinate annual mail campaign with the ability to customize letters according to donor history.
- Provide administrative and communications support for individual and corporate giving activities.
- Manage the grant application and reporting process for grants and contracts.
- Lead processes to decide organizational or subject matter policies and priorities, factoring in external environment.
- Make critical resource recommendations to organizational leadership and board.
- Report monthly to CEO on development opportunities and donor engagement.

Communications:

- Maintain brand standards and library of brand/visual assets.

Date October 25, 2023



- Develop, implement, and evaluate an annual communications plan that supports the organization's development goals.
- Engage and collaborate with team members, volunteers, and board directors as appropriate in communications activities, including newsletters.
- Manage websites look/brand-feel, events pages (GreenChair.org, shop.com, virtual program).
- Manage and maintain The Green Chair Project social media outlets.
- Build and maintain marketing, public relations, and media partnerships.
- Oversee donor databases and mailing lists with attention to personalization, accuracy, and efficiency.
- Act as subject matter expert in the industry and knowledge contributor.

Other:

- Work with Social Enterprise Coordinators to develop strategy for virtual, in person and consignment shop.
- Oversee all operations of The Shop, TheShop.com website, PigFish, and Chairity.com.
- Actively partner with finance, program, donations/logistics and to support general operations of The Green Chair Project.
- Lead directors, managers and coordinators.

Skills and Capabilities:

- Bachelor's or Master's Degree in related field or equivalent informal education/training and additional experience in the areas of board nonprofit development and communications with demonstrated success.
- Excellent computer skills including Word, Excel, PowerPoint, Outlook, Adobe Creative Suite, donor database/CRM management, newsletter/email platforms, filing and organizing.
- Current knowledge of social media platforms and communication trends.
- A professional style that merges best practices with creativity and resourcefulness, using strong analytical and problem-solving skills.
- Must be able to exercise judgement based on strategic perspective internal and external to the organization.
- The ability to work independently and as a team player, to take initiative, to manage multiple tasks and projects concurrently, and have ability to change directions easily.
- Knowledge of principles related to nonprofits, community organizations, social justice, innovation, and entrepreneurship.
- Experience with grant writing and foundation relations.
- Strong supervisory and leadership skills required; communicate and be committed to the organization's mission, vision and principles.
- Ability to establish and maintain working relationships with nonprofit partners, agencies, community leaders, volunteers, and the general public.
- Knowledge and experience in diversity, equity, inclusion and belonging practices.
- Prior experience working with people experiencing or who have experienced poverty, homelessness, crisis and/or disaster.
- Superior administrative and organizational skills, with the ability to attend to details and keep projects on track.
- Ability to work in a small, non-profit work environment that is fast paced and ever changing.
- Ability to communicate with a wide range of individuals-proactively communicates to mitigate questions, concerns and so parties feel heard.
- The Green Chair Project employees must be fully vaccinated against COVID-19.

Physical demands:

- 20+ pounds frequently



- Being present and available to assist when called upon on-including bending, twisting, lifting with frequency
- Ability to maintain high level of physical activity on your feet (32,000 sf building)

Travel required:

- Minimal local travel.
- Occasional evening and weekend work required to support events and development activities.

EEO statement: We are an equal employment opportunity employer and do not discriminate against any person because of race, color, creed, religion, national origin, political affiliation, sex, gender identity or expression, sexual orientation, age, disability, genetic information, or other reasons prohibited by law (referred to as "protected status"). This nondiscrimination and opportunity policy extends to employment, use of all company facilities, membership, board service and leadership, volunteerism, participation in any of the organizations programs or services and all employment actions such as promotions, compensation, benefits and termination of employment.

NOTE: The above information is intended to describe the most important aspects of the job. It is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required in order to perform the work. Duties, responsibilities and activities may change at any time with or without notice.

To apply, send materials to Eliza Lloyd: eliza@edgebrooklane.com