



Inspiring all girls
to be strong,
smart, and bold

Girls Inc.
441 W Michigan St.
Indianapolis, IN, 46202

Tel: (317) 634-7546

girlsinc.org

JOB POSTING

POSITION: Chief Development Officer
RESPONSIBLE TO: President and CEO
LOCATION: New York
DATE: 5/17/2019

Departmental Role:

To raise funds to support the work and mission of Girls Inc.

Background: Girls Inc. inspires all girls to be strong, smart, and bold through direct service and advocacy. Our comprehensive approach to whole girl development equips girls to navigate gender, economic, and social barriers and grow up healthy, educated, and independent. These positive outcomes are achieved through three core elements: people - trained staff and volunteers who build lasting, mentoring relationships; environment - girls-only, physically and emotionally safe, where there is a sisterhood of support, high expectations, and mutual respect; and programming - research-based, hands-on and minds-on, age-appropriate, meeting the needs of today's girls. Informed by girls and their families, we also advocate for legislation and policies to increase opportunities for all girls. Join us at www.girlsinc.org.

Summary: To lead, develop and direct a comprehensive and integrated fund development plan to secure unrestricted and restricted contributed income to advance the vision, mission, business plan and annual goals of Girls Incorporated.

RESPONSIBILITIES:

Work closely with the President/CEO and National Board leadership to set high standards of philanthropy within Girls Inc.

Monitor philanthropic trends and develop short and long term fundraising strategies aimed at maximizing contributed income from individuals, foundations, corporations and government agencies as appropriate.

Solicit gifts

Increase annual giving levels to reach \$17-20 million

Formulate, coordinate and monitor all fund development programs within Girls Incorporated, including:

Major Gifts & Planned Giving

Annual Fund (direct mail and affinity group strategies, e.g. Directors Circle)

Special Events (Celebration Luncheons and other events)

Cause Related Marketing

Institutional Giving/Grants

Capital and asset building campaigns

Work closely with the Pres/CEO, COO, CFO and department heads to assess fundraising needs as determined by business plan goals, operating needs and annual plan priorities.

Prepare, with Pres/CEO, COO and CFO, the annual income plan for unrestricted and temporarily restricted funds.

Work with all development directors to develop annual fundraising budgets, and to prepare and monitor income projections, progress reports and long-range/business plan forecasts.

Provide staff leadership to the Philanthropic Oversight Committee; serve as a staff advisor regarding income forecasts to the Fiscal Oversight Committee; and serve on other board and staff task groups as appropriate.

Maintain and develop new contacts with funders, both individuals and organizations, and build the involvement of the President/CEO and Board members in the solicitation and donor stewardship processes.

Direct, coordinate, and support ancillary activities of the fundraising plan including: prospect research, development of proposals and appeals, reports to funders, and donor acknowledgements.

Oversee the implementation of data management systems and fundraising records for all Girls Inc. fundraising activities.

Work closely with Communications Department to develop and publish fundraising related materials (annual report, newsletters, brochures, website content) and activities including special events, honorees and spokespersons, cultivation and marketing opportunities.

Provide support to Pres/CEO in developing, with appropriate staff and volunteers, an overall approach to fundraising as relates to Girls Inc. affiliates.

Participate as a member of the Girls Incorporated Management Team, communicating the fund development goals and objectives, and seeking opportunities for synergy with other organizational strategies to advance the Girls Inc. vision and mission.

SUPERVISORY RESPONSIBILITIES: Director of Strategic Investments, Director of Cause Related Marketing, Director of Special Events, Director of Individual Giving and Corporate Partnerships, and other staff as appropriate.

QUALIFICATIONS:

Ten or more year of experience in diversified fundraising ; demonstrated experience in strategic philanthropy, marketing, major and capital gifts solicitation, donor stewardship,

and long range fund development planning, proposal development and presentation.; or equivalent experience.

Advanced degree in organizational development, non-profit or public administration, marketing or business, or equivalent experience.

Strong interpersonal and leadership skills; ability to create and sustain strong working relationships with donors, board members and staff.

Demonstrated success in a leadership role; ability to serve as an articulate and compelling spokesperson for the organization.

Passion about the organization's mission.

Entrepreneurial; ability to recognize opportunities and proactively pursue them.

Ability to synthesize disparate ideas and organizational needs; strong strategic planning skills.

Must be able to appreciate, embrace and advance diversity and have experience working with multicultural populations

Understands and thrives in a team environment.

Excellent written and oral communication skills.

Exceptional organizational skills.

HOW TO APPLY:

Interested applicants should send resume complete with cover letter and salary requirements to the link [here](#) by June 16, 2019. No phone calls, please.

GIRLS INC. IS AN EQUAL OPPORTUNITY EMPLOYER.