CHIEF DEVELOPMENT OFFICER (CDO):
An exciting opportunity to lead the fundraising team of a growing organization with a long history of community support. Wakeman Boys & Girls Club operates in Southport, Fairfield and Bridgeport, Connecticut.

Wakeman Boys & Girls Club mission is to enable all young people, especially those who need us most, to reach their full potential as productive, caring, responsible citizens. As a proof point, 54% of Club alumni said the Club saved their life, so the impact you and your team will have on these kids and teen’s lives will be life changing.

Wakeman Boys & Girls Club has over 3,500 members and serves more than 500 kids daily in both suburban and urban environments. Wakeman runs two clubhouses in Fairfield and Bridgeport, 3 school locations, and is currently in a capital campaign to build an additional clubhouse in Bridgeport.

PRIMARY FUNCTION:
The CDO is responsible for developing and implementing fundraising strategies and initiatives and fostering a culture of philanthropy within the organization. Assures adherence to sound fund development principles including appropriate systems for identification, research, cultivation, solicitation and stewardship. Ensures proper gift recording and confidentiality of donor records while maintaining accountability and compliance standards for donors and funding sources.

Maintains a portfolio of principal and major gift prospects and coordinates the development activities of the Executive Director in support of annual operating gift income and endowment funding. Plan and execute periodic capital campaigns to support strategic needs of organization. This position reports to the Chief Operating Officer.

KEY ROLES (Essential Job Responsibilities):
- Participates with the Executive Director, Chief Operating Officer, staff and governing body to define the organization’s mission and direction.
- Ensures that philanthropy and fund development are carried out in keeping with the organization’s values, mission and strategic plan.
- Participates with the Executive Director, staff and board in charting the organization’s course in fund development.
- Evaluates the effectiveness of the development program utilizing agreed-upon individual and collective metrics.
- Hires and manages staff as appropriate.
- Helps develop a balanced funding mix of donor sources and solicitation programs tailored to the needs of the organization that will enable it to attract, retain and motivate donors and fundraising volunteers.

RELATIONSHIPS:
Internal: Maintain oral and written contact with the Executive Director, COO, Board of Trustees, staff peers, members and volunteers for the purpose of exchange of information, to provide progress reports regarding activities, planned programs, and to coordinate events.

External: Maintain oral and written contact with other agencies, business leaders, community groups, boards of directors of such organizations, and the media for the purpose of exchanging information and ideas and for the purpose of fundraising.
SKILLS/KNOWLEDGE REQUIRED:
- B.S. degree and 7 years of similar fundraising experience managing and leading a development program.
- Experience managing a portfolio of principal/major gift prospects with demonstrative results in securing six and seven-figure gifts.
- Capital campaign experience preferred.
- Excellent written and oral communication skills.
- Working knowledge of fundraising software tools.
- Working knowledge of planned giving

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:
The individual is regularly required to: near vision, hear, smell, smile, touch, and sit for extended intervals; operate phones, computers and general office equipment; move about freely; lift light objects (less than 20 lbs.) problem solve, analyze and demonstrate creativity; work a nontraditional work schedule; interface with a wide range of personalities from a variety of social, cultural, economic and educational backgrounds; dress professionally and maintain a clean and organized work space.

DISCLAIMER:
The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, nor to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job.

Wakeman Boys & Girls Club is an Equal Employment Opportunity Employer.

Applications with submitted cover letter and resume to HR@wakemanclub.org will be accepted until February 20, 2020. No phone calls please.

Salary: $100,000.00 to $110,000.00. This is a full-time position with comprehensive benefits including health, dental, life, generous paid time off and 10% retirement employer contribution.