



Position Title: Chief Philanthropy Officer  
Reports To: President & CEO

## Our Mission

Voices for Children's mission is to transform the lives of abused, neglected, and abandoned children in the foster care system by providing them with trained, volunteer Court Appointed Special Advocates (CASAs). When children are removed from their homes due to abuse, neglect, or abandonment, they enter foster care where they need the support of a caring adult more than ever. A CASA volunteer is matched with a child or sibling set when they enter care. The CASA advocates on their behalf in court, in schools, and in the community to ensure their needs are met for the duration of their time in the foster care system. At regular court hearings, the CASA volunteer reports on the child's progress and needs, which helps judges make the most informed decisions for the child's future. Voices for Children (VFC) is the only organization designated by the Superior Court to operate a CASA program in San Diego and Riverside Counties.

## Position Summary

The Chief Philanthropy Officer provides overall vision, leadership, and strategic direction for Voices for Children's fund development and philanthropic programs and activities. The Chief Philanthropy Officer position requires an individual who is a strong leader, understands and is passionate about VFC's mission, exemplifies VFC's Core Values, and can effectively and persuasively articulate VFC's mission and programs to others in a way that educates and inspires them to support the organization. Reporting to the CEO and serving as a key member of the VFC leadership team, the Chief Philanthropy Officer works in close collaboration with the CEO, the Board of Directors, and VFC staff. The Chief Philanthropy Officer position has five direct and indirect reports. VFC's budget for FY 2019-20 is \$5.6 million.

## Primary Responsibilities

The Chief Philanthropy Officer at VFC will have the following primary responsibilities:

- Lead and oversee all of VFC's fund development and philanthropic activities to meet or exceed VFC's annual and long-range funding goals and priorities.
- Develop, implement, and oversee a strategic, comprehensive philanthropy plan that prioritizes funding goals and priorities; emphasizes donor-centric, relationship-based fundraising; and outlines ways to increase annual, major, and planned giving each year.
- Advise and work in collaboration with the CEO to identify and advance relationship-building and fundraising opportunities that are strategic and of the highest priority.
- Lead, motivate, manage, and mentor development team members. Create a supportive, goal-oriented, and productive team and work culture based on VFC's Core Values. Set performance goals for team members and evaluate performance against goals on a regular basis. Support team

members in their development of the technical, leadership and professional skills needed to be successful.

- Prioritize the development and use of metrics, benchmarks, and effective planning methods to achieve annual fund development goals, to plan for future years, to evaluate success, and to identify new funding opportunities.
- Lead efforts to expand use of Raiser's Edge, VFC's gift tracking database, to support planning towards achieving annual fundraising goals and measuring progress towards goals.
- Proactively identify, steward, and solicit existing and prospective major gift and other individual donors.
- Proactively identify and solicit existing and prospective corporate sponsors.
- Proactively create and implement innovative strategies to secure new individual, corporate, foundation, and government supporters for VFC.
- Oversee and maintain appropriate systems for donor management, research and cultivation, and donor recognition and stewardship.
- Oversee the timely, persuasive, and effective identification and preparation of foundation, corporate, and government grant proposals.
- Work in collaboration with Finance staff to ensure accountability and compliance with donor and funding source reporting and other requirements.
- Work with the CEO, CFO, and leadership team to create VFC's annual budget by providing accurate information and the best revenue forecasts possible.
- Work in collaboration with the Marketing team on communications, initiatives, social media, and other fundraising support and collateral that supports philanthropy goals.
- Work in collaboration with VFC Riverside staff to proactively identify and advance cross-county funding or other support opportunities. Mentor and support VFC Riverside philanthropy staff to maximize funding for VFC's CASA program in Riverside County.
- Develop and implement strategy to enhance planned giving for the long-term benefit of VFC.
- Oversee and supervise the planning, stewardship efforts, and execution of signature events such as the annual gala, the celebration of VFC's 40<sup>th</sup> Anniversary in San Diego (which commences July 1, 2020), and all fundraising and cultivation events, maintaining a high level of quality, professionalism, cost-effectiveness, and return on investment.
- Serve as primary staff liaison to the Philanthropy Committee of the Board of Directors.
- Serve on other committees and work groups as needed or directed by the President & CEO.
- Other responsibilities as assigned.

### **Education, Skills, and Experience**

- A Bachelor's degree is required.
- Minimum of seven (7) years of work experience building and supervising successful fundraising programs that include managing high-performing teams.
- Must demonstrate passion for the mission, vision, and long-range goals of VFC, understanding how the Chief Philanthropy Officer contributes to the organization's success.
- Exceptional written and verbal communication skills with strong record of interpersonal and relationship-building capacity.
- Skilled public speaker.
- Proven drive and achievement in the successful solicitation of major gifts.
- A visionary, innovative, optimistic thinker, with a track record for translating strategic thinking into concrete plans, actions, and results.

- Operate in a results-oriented manner, focused on metrics and teamwork.
- Strong project and time management skills: a self-starter, capable of multi-tasking, and able to work both independently and in teams.
- Must demonstrate strong personal initiative and the ability to drive projects through to completion; be willing to work hard and inspire others.
- Must be entrepreneurial, willing to learn from others, diplomatic, and adaptable.
- Must be proficient in the Microsoft Office suite, including Word, Excel, PowerPoint, and Outlook. Must be proficient in a CRM software (Raiser's Edge preferred).
- Must have access to an automobile for local travel as well as a valid California driver's license and automobile insurance.
- All requirements must be met in compliance with California Rule of Court 5.655.

### Compensation and Benefits

- Full-time, exempt position.
- Salary is competitive and commensurate with experience.
- Vacation, medical, 403(b) defined contribution retirement benefit plan, and other benefits consistent with VFC policies.

### Work Schedule

Standard workweek is 40 hours; however, the employee is expected to work any additional time necessary to meet deadlines and complete position requirements. Evenings and weekends may be required. Additional hours are not subject to overtime pay. The VFC office shall be open for business from Monday through Friday, 8:00 a.m. to 5:00 p.m., except on holidays.

### How To Apply

Please go to the following link: <https://jsco.re/4j5th> and click "Apply for this Job" to apply. Please include a cover letter and resume.

*Voices for Children is an equal opportunity employer. All aspects of employment including the decision to hire, promote, discipline, or discharge, will be based on merit, competence, performance, and business needs. We do not discriminate on the basis of race, color, religion, marital status, age, national origin, ancestry, physical or mental disability, medical condition, pregnancy, genetic information, gender, sexual orientation, gender identity or expression, veteran status, or any other status protected under federal, state, or local law.*