

## **About (914) Cares**

Our mission is to help neighbors in our community that struggle to meet basic human needs. We help fill the gaps for families in need in Westchester by providing essentials to over 6,000 families each year. These essentials include diapers, clothing, books, baby equipment (cribs, car seats, strollers, etc.), period products, hygiene products, and much more. We operate through a network of over 60 Community Partners including: school districts, day care centers, houses of worship, social service agencies, food pantries, homeless shelters, and other nonprofits.

## **Chief Development Officer**

(914) Cares is looking for a dynamic, visionary and mission driven Chief Development Officer who is looking to work in a high energy environment. This person will be responsible for building, maintaining, and leading a comprehensive fundraising plan. The organization is at a time of strategic growth and the Chief Development Officer will be an integral part of our expansion plan. This person must be a creative thinker, flexible and nimble (able to pivot direction when necessary) and be able to work collaboratively with both internal and external constituencies. The Chief Development Officer will report to the CEO and work closely with the COO, Program Managers, Board of Directors and Advisory Board.

### Responsibilities

- Identify new funding opportunities to create a well-balanced mix of revenue sources that include corporate giving, major gifts, and foundation grants
- Oversee high-quality fundraising materials including proposals, grant submissions, presentations, and donor communications
- Analyze and leverage data to track and trend fundraising efforts and monitor established targets and financial goals
- Develop and execute innovative stakeholder communication strategies to educate and inform supporters and the community of the organization's impact
- Identify, build, and maintain relationships with elected officials and local leaders
- Build awareness of the organization, its programs, and primary goals through outreach at conferences, community events, and other appropriate venues
- Implement, plan, oversee, and attend fundraising events including on weeknights and weekends
- Create fundraising appeals that combine email and social media to generate revenue
- Ensure the integrity and accuracy of the donor database as well as timely distribution of acknowledgement letters and reports

### Job Qualifications

- Bachelor's degree required. Advanced degree preferred.
- Minimum of 8 to 10 years of experience in nonprofit development/fundraising
- Demonstrated record of success in cultivating and managing individual donors, corporate sponsors, and foundation grants

### Knowledge Skills and Abilities

- An understanding of and passion for the mission of (914) Cares
- Ability to cultivate strong relationships both internally and externally
- Detail oriented with excellent oral and written communication skills
- Must be proficient in fundraising software platforms, analytics, and technology
- Ability to mentor, motivate and inspire team members
- Ability to drive around Westchester County for meetings with donors, community partners and recipients

This is a part time opportunity with flexible hours. Please note that our programs are currently open and operating and the Chief Development Officer will be expected to be in the office frequently (all COVID protocols are being strictly followed). Compensation is competitive and commensurate with experience.

Resumes and cover letters should be submitted to [info@914cares.org](mailto:info@914cares.org).