



Job Description

Title:	Chief Philanthropy Officer
Reports To:	CEO
Department:	Development & Communications
Status:	Exempt/Full-time
Grade Level:	20
Pay Range:	\$156,000 - \$167,000
Work From Home Eligible:	40% of time

Our Mission: To improve the quality of life for all Rhode Islanders by advancing solutions to the problem of hunger.

Our Vision: We envision a state where no one goes hungry.

Diversity Statement: The Rhode Island Community Food Bank embodies diversity, serving every part of our state and engaging people from all communities and backgrounds in our work. We are an open and inclusive organization that welcomes, respects, and values all people. Diversity strengthens our organization, so we take responsibility for attracting employees, volunteers and supporters with diverse identities and life experience. When we seek out, recognize, and cultivate diversity within our staff, we create an enriched and more inclusive work environment. Ultimately, it is our collective wisdom that enables us to achieve our mission with creativity and compassion.

Primary Job Function:

In partnership with the CEO, the Chief Philanthropy officer is responsible for developing and executing comprehensive fundraising strategies and an annual fundraising plan in support of the Food Bank. This includes, but is not limited to, identification, cultivation solicitation and stewardship of major individual gifts, corporate and foundation gifts, a comprehensive direct mail program, grant writing and reporting, planned giving, and special events. It also includes oversight of the communications and marketing function of the organization, and of the volunteer program. This position is a member of the senior management team which helps shape overarching organizational strategy and policies. The CPO leads the development and communications team as well as directing its programs and initiatives.

Principle Responsibilities

- Plan, direct and oversee a comprehensive development program that generates financial support to meet the goals set forth in the Food Bank's strategic plan.
- Develop, manage, and evaluate all fundraising activities to ensure annual revenue goals are achieved, including supervision of all development staff.
- Identify, cultivate, solicit, and steward individual, corporate, and foundation donors and prospective donors; actively manage a portfolio of approximately 50 donors and prospective donors.
- Direct and oversee the design and implementation of direct mail activities with third party fundraising firm to maximize direct mail and digital revenue opportunities.
- Develop and execute a comprehensive donor cultivation and stewardship plan.

- Oversee the preparation and submission of grant applications, reports, and other funding proposals as required to meet fund development goals.
- Develop and implement a planned giving program to ensure the Food Bank's long-term financial health.
- Oversee the planning and execution of fundraising events to maximize the impact and net proceeds of each event.
- Oversee administration of the donor database. Utilize donor reports and data to inform fundraising strategies and maximize revenue.
- Direct and oversee a communications plan which promotes the organization to its donors and maximizes public awareness of the issue of hunger in Rhode Island, including press strategy and outreach, social media, impact reports, fact sheets, and other communications materials.
- Oversee development and updating of organization website, digital fundraising and communications including e-appeals, eNews, social media, and digital advertising programs.
- Act as a spokesperson for the Food Bank with the media and speak publicly to corporate and community groups to educate and inform them about the issue of hunger and the Food Bank's work.
- Oversee communications team in support of communications to other Food Bank audiences including internal employee communications, member agencies, food pantry guests, and prospective employees.
- Lead the Development Committee of the Board of Directors, reporting on the Food Bank's fundraising progress and engaging them in supporting fundraising and communications efforts.
- With the CEO and the public policy committee, develop the organization's annual political advocacy strategy and work with the communications team and outside consultants to execute that strategy.
- Direct and oversee the volunteer program of the organization to maximize the utilization of volunteers for operational, fundraising and administrative needs.
- Manage the development and communication staff. Responsible for the overall direction, coordination, and evaluation of these employees.
- As a member of the senior management team, attend directors' meetings, create strategic plans, develop annual budgets, and set annual goals and plans for the organization.

Skills and Qualifications

- Bachelor's Degree and 7-10 years senior level supervision and management experience in development and fundraising required.
- A successful track record of identification, cultivation, stewardship and solicitation of gifts and increased annual gifts from individuals, corporations, and foundations.
- Outstanding interpersonal skills and the ability to build strong relationships with donors, community leaders, board members, staff, and volunteers.
- Excellent communications skills with the ability to make inspiring presentations to the public, media and funders.
- Demonstrated proficiency with MS Office and best practices in donor database management. Raiser's Edge experience strongly preferred.
- Interest and commitment to providing services to people facing situations of hunger and poverty; Agreement with the vision and mission of the R.I. Community Food Bank and commitment to workplace participation and diversity.

Signature

Chief Philanthropy Officer

Date