



community development partnership

Chief Advancement Officer

The Community Development Partnership (CDP) seeks a Chief Advancement Officer to join our team of community development professionals and lead our organization's fundraising, marketing and communications efforts.

The Organization

The Community Development Partnership leads the Lower Cape in building a diverse year-round community of people who can afford to live, work and thrive here. To accomplish our mission, we promote, develop and manage affordable housing; nurture the launch and growth of small businesses; and facilitate collaboration with business, non-profit and government partners.

Achieving our mission requires several strategies and a range of programs. Our work starts with creating affordable homes—so essential to a healthy economy, but a real challenge in communities like ours where seasonal and vacation dynamics drive the market beyond the reach of many who live and work locally all year round.

We also work to launch entrepreneurs and strengthen local businesses. We believe a vibrant future depends on sustaining traditional industries and inspiring new ones—especially when they're based on renewable natural resources such as fishing and farming.

Since 1992, the CDP has been a leader in developing and delivering innovative programs that foster an economically and environmentally sustainable Lower Cape Cod community. As a community development corporation, we value economic diversity and are committed to the inclusion and participation of local area residents, business owners and leaders in setting our priorities.

Based on Cape Cod in Orleans, MA, the CDP has an annual budget of \$4.0 Million funded through government & foundation grants, contributions from individuals & businesses and earned revenue. A staff of seventeen professionals is charged with delivering the organization's programs and the organization is governed by a 16-member Board of Directors comprised of business and community leaders.

Chief Advancement Officer

The Chief Advancement Officer will successfully lead and implement an integrated development, marketing and communications strategy that raises the organization's visibility and secures a diverse and sustainable revenue portfolio to support the CDP's program growth and strategic goals.

This position manages and leads all major gift, direct mail and event sponsorship functions currently raising \$750K annually. It also identifies and pursues opportunities to build new revenue streams such as principal gifts, planned giving, donor and foundation prospecting and research, and special one- or multi-year fundraising campaigns.

The Chief Advancement Officer is a member of the organization's senior management team, and reports to the Chief Executive Officer. The successful candidate will have the support of a full-time administrative staff position, consultants and a Board Development Committee. While the organization's offices, service area and donor base are located on the Lower Cape, we are open to considering candidates from throughout Eastern Massachusetts or part-time residents of Cape Cod, who are interested in a combination of remote and in-person work. This is a Full-Time Exempt Position (37.5 hours/week).

Our Ideal Candidate

Our ideal candidate will be an ambitious professional with an entrepreneurial spirit, who takes initiative and has a passion for community development. We seek a collaborative and dependable team player, who executes sound judgment, inspires donors, and can effectively carry out the daily functions of this position. The ability to establish and maintain outstanding working relationships with internal colleagues, Board & Advisory Council Members, clients, and donors of the CDP is key.

Specific Duties will include:

Development

- Leads fundraising and resource development initiatives aligned with programmatic and strategic goals to grow revenues through corporate, individuals, foundations, state/federal funding, and entrepreneurial ventures.
- Leads the creation and growth of a new framework for individual giving including sustaining gifts, planned giving, and bequests.
- Expands the CDP's portfolio of major gift donors by assessing giving potential, recommend target ask amounts, and develop personalized cultivation/solicitation strategies to secure annual/multiple year gifts from each donor.
- Develops meaningful donor stewardship through recognition, ongoing communications and consistent reporting on the impact of donor investments.
- Oversees and maintains the Community Investment Tax Credit program to leverage increased giving by major donors and foundations.
- Implements anniversary and special project campaigns in partnership with the Chief Executive Officer, Board of Directors, Advisory Council Members, and staff.
- Assists with the planning, execution, and follow-up of the CDP's Annual Meeting, fundraising and special events to maximize current donor and prospect-donor networking opportunities.
- Educates and trains Board members and fundraising volunteers in donor cultivation and nurtures a culture of appreciation for supporters.
- Leads production and expansion of donor communications that are timely, relevant, and engaging.
- Ensures ethical and confidential handling of donor and prospect information.

Communications & Marketing

- Responsibility for implementing the Organization's communications & marketing strategy to enhance the CDP's image and position within the marketplace and public and facilitate internal and external communications.

- Helps ensure that the Organization’s mission and vision are pertinent, practiced throughout the organization and that all communications are on brand.
- Prepares, coordinates and distributes the Organization’s print and electronic communications – including the Annual Report, printed and e-newsletter, press releases, and Op-Eds.
- Coordinates with and assists program staff in the marketing, communications, and positioning of their programs.
- Coordinates media interest in the Organization and ensures regular contact with target media and appropriate response to media requests.
- Ensures that the Organization’s website and social media are kept current and are effective tools to provide the public with information about our current programming and impact data about our work.

Skills/Abilities and Experience

There are innumerable ways to learn, grow and excel professionally. We respect this when we review applications and take a broad look at the experience of each applicant. We want to get to know you and the unique strengths you will bring to the work. We are most likely to be interested in your candidacy if you can **demonstrate a majority of the qualifications and experiences** listed below.

- A passion for the CDP’s mission along with knowledge of affordable housing and community development issues on Cape Cod.
- A college degree or equivalent experience with at least 7 years of fundraising experience
- Results-oriented with a high degree of initiative to accomplish established metrics and goals
- Excellent verbal and written communication skills
- Ability to successfully source prospects and develop new donor contacts
- Exceptional interpersonal skills with high emotional intelligence to inspire, motivate, and manage donor relationships effectively
- Ability to develop and implement successful cultivation and solicitation strategies
- Excellent phone, video, and in-person presentation skills to convey the right information at the right time
- Extensive experience, skills, and comfort using technology, donor software (SalesForce preferred), and MS Office programs including SharePoint, PowerPoint and Excel
- Ability to take direction and be a team player, while also working independently and strategically with external constituents
- Ability to set priorities, balance demands of multiple tasks, and meet deadlines
- Willingness and ability to work evenings and weekends, as needed

The Selection Process

To apply, please submit a cover letter describing your previous professional experiences in detail and illustrate how those experiences have prepared you for this position. The cover letter must be followed by a resume, combined into a single PDF. Applications should be submitted to Jay Coburn, Chief Executive Officer, Community Development Partnership, jay@capecdp.org. No phone calls or letters, please. Applications will be reviewed and acknowledged on a rolling basis.

This position is exempt, full-time (37.5 hours a week). The annual salary range is \$95,000 to \$110,000. The CDP also provides a generous package of benefits including vacation and sick time, health, dental &

vision insurance, and retirement benefits that include a 403(b) plan with a 4% company match. The CDP is an Equal Opportunity Employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, gender, sexual orientation, gender identity, national origin, disability status, protected veteran status, or any other characteristic protected by law. The CDP is committed to building a diverse staff and strongly encourages applications from minority candidates.