

Job Posting

Chief Development Officer

At Way Finders, we are passionately invested in lifting up the region's people, places, and systems. Though our team performs a wide variety of functions, we are united by our shared mission: to build and advocate for a thriving and equitable region; to improve the stability and economic mobility of families and individuals; and to develop and manage a robust range of safe, affordable housing options.

Every day, our team helps people facing real challenges—with housing, jobs, personal finances, and other cornerstones of daily stability—to find real solutions. And we help communities and systems to grow in positive, strategic ways. We know that the right help at the right time can make all the difference; Way Finders provides transformative help to tens of thousands of people each year. Always with respect, always with compassion.

Way Finders currently has an exciting opportunity for a **Chief Development Officer**. The **Chief Development Officer reports to the Chief Executive Officer and, as a member of the executive team, is a key contributor to the success of our mission-driven work, by developing a culture of philanthropy and advancing an external affairs strategy that promotes and achieves our goals within the organization, across our Board, and throughout the community we serve.**

Way Finders seeks a diverse staff to reflect our community and those we serve. Qualified individuals from diverse backgrounds are strongly encouraged to apply. Please indicate in your cover letter how your qualifications have prepared you for this role!

The candidate may work in a hybrid-remote capacity but must live within commutable distance to our offices in Western Massachusetts. Regular in-office work and in-person meetings throughout the region are necessary to achieve success in this leadership role.

Responsibilities include:

Oversees, guides, and directs all aspects of the resource development department including:

- Development and execution of annual resource development business plan inclusive of fundraising and marketing communication goals and outcomes
- Responsible for the integration of resource development actions and initiatives with other annual and strategic organizational objectives
- Work with the CEO and other key staff, to design and advance an external affairs strategy that integrates marketing and communications and fundraising with government relations to promote strategic goals and priorities and maximize the organization's impact
- Oversee and monitor all resource development systems and processes while ensuring compliance and accountability with internal and external stakeholders
- Assist board members, CEO, senior executives, Resource Development staff, and other fundraising volunteers in identifying, cultivating, and soliciting charitable gifts; act as primary staff lead to the Board's Resource Development Committee

- Directly supervise the Director of Marketing and Communication and Director of Development
- Indirectly supervise the Grants Manager, Creative Content Manager, Digital Marketing Specialist, and two positions to be filled (Grant Writer and Events and Admin Coordinator)
- Work with the Director of Development, to guide the planning and implementation of activities that increase, diversify, and sustain philanthropic support from individuals, corporations, foundations, and government contracts
- Work with the Director of Marketing and Communications, to guide the development of a strategic marketing and communications plan to raise awareness of the organization and its services and advance organizational priorities, including media engagement, public relations and social/online presence
- Develop and sustain a positive, exciting, and meaningful approachability around the organization's mission and activities that inherently encourage others to provide support, financial or otherwise
- Oversee the flow of communication to ensure timely and accurate information is provided to internal staff, supporters, public officials, stakeholders, and clients
- Proactively identify and inform the CEO and/or other leadership of any significant issues that may adversely affect the organization
- Demonstrate commitment to advancing the tenets of a diverse, equitable, and inclusive workplace through trainings, openness to discussion/feedback, and self-awareness
- Evaluate and provide timely feedback to staff on performance-related matters; assess staff members' strengths and developmental needs; implement performance plans to ensure the development and/or maintenance of necessary skills
- Hire new staff as needed in an efficient and equitable manner, following recruiting process guidelines; provide proper support and mentoring to supervisory-level employees to ensure they take ownership of their own hiring needs
- Remain current with trends and developments in program design and funding within the field of affordable housing and community development

Requirements include:

- 7 - 10 years' experience in development and fundraising (including major gifts, corporate, foundation, and government relations), marketing, budget/financial management, and resource allocation
- Experience in a senior management role, to include building, mentoring, and motivating a team in a dynamic environment
- Ability to act as a leader through exceptional management, critical thinking, proactive strategizing, and the application of analytical skills
- Demonstrated success in managing both high contribution fund development programs and expanding the smaller contribution donor network
- Exceptional communication skills, both verbal and written, with both the capacity and interest in presenting ideas, plans, and programs effectively to diverse individuals and audiences, including in group/presentation settings
- Ability to receive input from multiple sources, conduct unbiased analysis, and condense such information into a well-organized, approachable plan; "out-of-the-box" thinking is valued
- Experience in data visualization and creating reports that are highly readable and ready for presentation

- Proficiency with Microsoft Office applications, and comfort learning new technologies; familiarity and proficiency with fundraising and relationship management database systems
- Highly advanced organizational skills with exceptional accuracy and attention-to-detail; ability to identify when reprioritization is necessary while meeting multiple deadlines
- High emotional intelligence, political astuteness, and openness

Benefits include: Generous paid time-off | 12+ holidays annually | Health, dental, and vision insurance options | Educational assistance | Medical Reimbursement Account | Dependent Care Account | 403(b) retirement plan with employer match | Life insurance | Short-term and long-term disability insurance | Transportation benefits | Employee Assistance Program | Annual staff picnic!

Wage between \$110,000 and \$137,500 per year depending on qualifications. Interested applicants must submit a cover letter and resume; applications will be accepted until the position is filled.

Way Finders is an Equal Opportunity Employer that seeks a diverse staff in order to reflect our community and those we serve. Qualified individuals from diverse backgrounds are strongly encouraged to apply. This position is available to all without regard to race, color, religion, national origin, disability, age, gender or gender identity, sexual orientation, political affiliation, or veteran status. We provide reasonable accommodation for qualified individuals.