



Heal. Grow. Thrive.

Position Description: Chief Development Officer Raleigh, NC

OVERVIEW

Are you an advocate for second chances? Do you see the inherent power within each individual to define their own future? Are you ready to rally a community of givers around women whose past mistakes don't limit who they can become?

If so, we may be looking for you! Arise Collective, a 501(c)(3) nonprofit, is seeking a seasoned development professional who believes in the power of transformation to change life outcomes and wants to be a part of that change. As our new Chief Development Officer (CDO) you will have the opportunity to apply your fundraising prowess, natural relationship-building skills, and process management expertise to build support for a rapidly growing organization that supports the empowerment of women to lead strong, productive lives during and after incarceration.

Arise Collective is a unique organization operating at the nexus of prison chaplaincy, women's issues, and social justice with a mission to equip women with the tools and support they need to heal, grow, and thrive, both in prison and in the communities to which they return. The organization operates with a set of core values that include caring, dignity, intentionality, inclusiveness, and compassion. We celebrated our 40th anniversary in 2020 and have expanded our organizational footprint fivefold over the past three years through a new reentry model that provides comprehensive and holistic wraparound services, including affordable housing and access to education and employment opportunities. The organization also takes seriously our role in amplifying the stories of women and removing barriers that they face through community engagement and expressive arts initiatives.

Arise Collective has an annual operating budget of more than \$2 million, a growing staff of 14+, and a board of 15, with plans to continue expanding to provide more opportunities for more women. The organization is currently funded through foundation grants, individual donations, faith-based giving, service-based contract income, and earned income. We produce an annual fall fundraising and awards event, as well as hosted house parties. This is an exciting time for Arise Collective, and the Chief Development Officer will play a critical role in laying the foundation for expanded relationships, infrastructure, and reach. Visit arise-collective.org for more information.

JOB SUMMARY

The CDO will be an engaging leader who will develop and execute a philanthropic vision that will sustain and expand Arise Collective's mission and reach in support of justice-involved women. As a vital part of the senior leadership team, they will serve as a strategic thought partner with the CEO to ensure that the organization raises sufficient funds to meet annual operating and capital fundraising goals. They will have substantial contact with key stakeholders, including members of the board of directors, staff, clients, donors, funders, strategic partners, community members, and other volunteers. This individual will supervise a team currently comprised of a Development and Outreach Manager and a Communications Manager.

PRIMARY PORTFOLIO

Fundraising Strategy and Execution

- Lead the development, implementation, and management of fundraising plans and strategies with an emphasis on diversifying and expanding the donor base.
- Lead annual fund, major donor, planned, corporate, foundation, event, government, capital, and other giving campaigns and appeals to secure financial support for the organization.

- Ensure the successful implementation of industry best practices in pursuit of excellence in all facets of resource development operations, particularly donor research, cultivation, stewardship, retention, and solicitations.
- Work with the CEO and grant writer to identify, prospect, create, present, and report on proposals and presentations according to donor or funder interests and financial circumstances.
- Oversee the production of mission-centered special events that raise awareness and funds for the organization.

Board and Donor Engagement

- Work closely with the board and staff to identify, build relationships, and communicate effectively with donors and other charitable sources; provide leadership for committee meetings.
- Cultivate and maintain strong partnerships with major donors, foundations, public agencies, and corporate funders to identify and grow substantial revenue opportunities.
- Position the CEO and board members for successful donor meetings and solicitations.
- Identify and steward a personal portfolio of donors and funders and explore innovative opportunities for expanding individual, foundation, and corporate philanthropy.
- Educate board members about their role in advancing a culture of philanthropy and provide opportunities for members to leverage their respective networks to expand the donor base and support for the organization.

Team and Organizational Leadership

- Sustain a philanthropic spirit and unified sense of purpose among all internal constituents.
- Bring a philanthropic lens to the strategic discussions and decisions of the organization as a member of the leadership team.
- Collaborate with the development and communications team to ensure effective content creation, consistency and coordination of brand and messaging in internal and external relations.

Tracking and Reporting

- Ensure the integrity of the donor database and the accuracy and timeliness of donor processing, data collection and communications.
- Develop, manage, and analyze fundraising and marketing data, outcomes, and budgets; lead the reporting of this information for the board, funders, and other stakeholders.
- Serve as a member of relevant board and organizational committees and subcommittees.

KEY ATTRIBUTES AND SKILL SETS

Success in the CDO role requires that the candidate demonstrate qualifications that include:

- Passion for and willingness to support Arise Collective's mission, vision, values, and work.
- An inclusive, empathetic worldview and skill working across lines of difference.
- 15+ years progressively responsible fundraising and development experience, including a minimum of 8 years at a senior management level.
- Direct experience soliciting and securing gifts and grants from individuals, foundations, businesses, corporations, government agencies, and faith-based organizations, both individually and in partnership with organizational leadership.
- A proven track record of achieving revenue targets and/or performance metrics.
- Ability to develop a departmental infrastructure that ensures efficient, sustainable, and effective development and fundraising operations.
- Experience researching, managing, and analyzing donor data to improve fundraising outcomes.
- Excellent interpersonal, communication (verbal and written), and negotiating skills to interact and work collaboratively with a broad range of people in a professional and pleasant manner.
- Ability to complete work according to fixed deadlines and comfortable with responding quickly and flexibly to changing conditions and situations.
- A drive to maintain ethical and organizational values, norms, and standards in related activities.

- Initiative, self-motivation, and results orientation, with the ability to set priorities and work on numerous projects concurrently.
- Strong organization and project management skills and a personal desire to set and meet high standards of performance.
- Technical proficiency using general office software and database programs.
- Ability to operate in a fast-paced, entrepreneurial environment – sometimes under pressure – while remaining good-natured, resourceful, and efficient.
- High level of maturity, integrity, professionalism, discretion, sound judgment, tact, confidentiality, and self-care.

PREFERRED QUALIFICATIONS AND ATTRIBUTES

The ideal CDO applicant will enhance their candidacy by demonstrating preferred skills, experience, and attributes that include:

- Understanding of, curiosity about, and interest in issues affecting justice-involved women.
- Experience working in a similar role in a nonprofit organization.
- Formal education and/or certifications in resource development/fundraising.
- Experience in building a development department from the ground up.
- Understanding and appreciation of equity issues, and desire and humility to grow and learn with the team.
- Willingness to extend kindness, compassion and accountability to oneself and others.
- Sense of humor and ability to have fun.

ADDITIONAL REQUIREMENTS

- Possess valid NC Driver's License, satisfactory driving record and proof of insurance.
- Be able to complete and pass NCDAC-required background check to obtain a prison blue card.

WORK REQUIREMENTS

This position requires ordinary ambulatory skills as well as the ability to stand, walk, stoop, kneel, crouch, and occasionally manipulate (lift, carry, move) light weights; hand-eye-foot coordination; arm, hand and finger dexterity, visual acuity; and the use of auditory senses. Reasonable accommodations may be made to enable those with disabilities to perform the essential functions. Base schedule is negotiable. Some evenings, weekends, and holidays are required. Arise Collective's offices are in West Raleigh. The organization currently operates in a hybrid (in-person and virtual) environment.

JOB TYPE

Salaried full-time time exempt position, partial flexibility in schedule.

SALARY RANGE

Negotiable commensurate with the requirements of the position, beginning in the \$110K range. Arise Collective has a generous benefits package that includes medical, dental, and vision benefits, retirement plan with match, pre-tax benefits, generous paid time and leave, and other organizational benefits.

APPLICATION PROCEDURE

Review of candidates will begin in March 2024 and continue until the position is filled. To apply, email a cover letter and resume to jobs@arise-collective.org and include your last name and the position title in the subject line. No calls, please.

Arise Collective is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to sex, gender identity, sexual orientation, race, color, religion, national origin, disability, protected veteran status, age, record of arrest or conviction, or any other characteristic protected by law. Formerly incarcerated, justice-involved, or justice-impacted individuals encouraged to apply.