

Chief Advancement Officer

DESCRIPTION

Reporting to and working closely with the Chief Executive Officer, the Chief Advancement Officer (CAO) will lead the team charged with philanthropy and focus on building donor and investor pipelines and relationships with major donors, including managing a portfolio of individual and business donors. The CAO's primary work is to identify, qualify, cultivate, solicit and close major gifts and secure social impact investments to advance the Island Housing Trust (IHT) mission. The CAO will manage the Director of Annual Giving, develop IHT's fundraising strategy, and in collaboration with the development team, create a detailed plan for all fundraising programs and activities to meet the organization's overall revenue goals.

RESPONSIBILITIES

- Develop and implement IHT's overall strategy and fundraising plan to grow philanthropic support; ensure that the team meets stated goals and objectives; track outcomes, verify results and share reports with management team and Board of Directors on a regular basis.
- Direct the efforts of and manage the performance of IHT's Director of Annual Giving.
- Work with the CEO and other key stakeholders to develop and implement cultivation and solicitation strategies for major donors. Ensure that all major gift prospect approaches by staff and board are well-coordinated.
- Build, manage and solicit a personal portfolio of 140+ major gift prospects, giving primary focus to top prospects; maintain a "top 25" list of major donor prospects who will be solicited in the next 12-18 months.
- Schedule and conduct a minimum of 8-10 substantive, in-person visits with major donors and prospects each month for the purpose of field research, cultivation, solicitation, and stewardship; input and maintain contact notes in IHT's donor management system and report results.
- In partnership with the CEO, secure social impact investments for IHT development projects.
- In collaboration with key staff and volunteers, and using prospecting tools such as DonorPerfect and DonorSearch, identify, develop and cultivate a significant prospect pipeline to support the organization's evolving fundraising strategy.
- With CEO approval, travel to prospects during the off-season when they are living off-island for the purpose of prospect and donor cultivation, solicitation, and stewardship.
- With assistance from the Director of Annual Giving, recruit, train and manage an engaged and enthusiastic volunteer Advancement Committee that will help connect new major prospects to IHT.
- Develop and oversee strategy for cultivation events, including the annual Summer Benefit

Brunch, and direct the team and volunteers who are hosting as needed.

- In collaboration with the Communications team, direct and prepare written proposals, funder pitches, and other materials needed to define, and secure major gifts and investments.
- Prepare written agreements to document major gifts and investments.
- Oversee donor and prospect management systems; maintain records of contacts with donors and prospects; track, evaluate and present relevant giving information.
- Manage the Director of Annual Giving.

QUALIFICATIONS

The Chief Advancement Officer will be an engaging and high energy individual with a passion for increasing affordable housing on Martha's Vineyard. The ideal candidate will have ties to the Vineyard with a minimum of a bachelor's degree and 7-10 years of experience in major gift fundraising, managing people and overseeing Advancement operations. Preference will be given to candidates with a documented track record of successfully closing gifts in the six and seven figure range. The ideal candidate for this position will possess the following qualities and attributes:

- Commitment and ability to represent IHT with enthusiasm, warmth, and professionalism
- Ability to establish, cultivate and steward strong professional relationships with stakeholders to build lifelong partnerships that will align their passions with the mission, priorities and goals of IHT
- Strong managerial skills and track record of successfully managing small teams
- Collaborative problem solver who brings an entrepreneurial approach to designing personal donor engagement strategies
- Innovative, self-motivated, able to manage multiple projects while working both independently and as a team member
- Strong analytical skills, ability to understand and report metrics and deliverables.
- Exceptional interpersonal, written, and oral communication skills
- Strong organizational and time management skills with an ability to meet established deadlines.
- The ability to calmly switch gears when priorities/objectives change
- A can-do attitude and willingness to go the extra mile in service of our mission
- A minimum of a Bachelor's degree is required

SKILLS

- Highly proficient in Microsoft Word, Excel, and PowerPoint
- Strong familiarity with, and comfort using, DonorPerfect and DonorSearch or other CRM systems.