



FAMILY ELDERCARE

Chief Development and Communications Officer Job Description

Job title: Chief Development and Communications Officer

Reports to: CEO

Program: Development and Communications

Work Location: Rutherford Location

Position Status - Full-time
FLSA Classification - Non-Exempt

Salary Range - \$100,000-\$125,000

Position Summary:

The Chief Development and Communications Officer will lead the Development and Communications department in managing, coordinating, and achieving organization revenue goals and community awareness efforts. This C-level position is responsible for developing and implementing a diversified and comprehensive development plan that includes annual and major gifts, grants, planned giving, corporate and foundation partnerships, program and event sponsorships and fundraising events. The CDCO will also create and manage a communications/marketing/public relations plan that supports the organization’s mission, vision and core values, targeting external and internal audiences to include a robust social media presence.

Key Performance Factors/Responsibilities:

Team and Organizational Leadership:

- Collaborate across the organization to ensure all philanthropic efforts are aligned with Family Eldercare’s mission and services.
- Foster an internal “culture of giving and philanthropy” among every staff member of Family Eldercare.
- Provide strategic fundraising expertise to the agency’s affordable housing projects.
- Lead the work of the external engagement teams, ensuring they meet and exceed fundraising goals.
- Hire, develop, and supervise director and manager level team members, creating a supportive, goal-oriented and productive work culture that fosters accountability and aligns with the organization’s core values.

Revenue/Financial

- Work closely with the Chief Financial Officer and the entire Executive Team in creating the organization's overall budget
- Provide strategic revenue analysis, planning, and reporting in coordination with other Executive Team members.
- Collaborate with the Development and Communications team to create and monitor the team’s budget.
- Review monthly revenue reports and support annual audit as needed.

Donor Cultivation & Stewardship

- Develop and implement a multi-faceted fund development plan that maximizes philanthropic support from individuals, foundations and corporations.
- Secure donations via annual and major gifts, planned giving, events, and foundation and corporate grants.
- Identify, cultivate, solicit and steward major gifts (primarily unrestricted), working with the CEO and, as appropriate, with Board members.
- Maintain an active portfolio of prospects and monitor progress.
- Design and implement a robust Planned Giving program.
- Design and implement a giving program utilizing giving platforms and applications.
- Develop and facilitate external and earned revenue sources.
- Monitor constituent relationship management system and donor acknowledgments.

Grant Writing & Management

- Guide all grant writing activities, including research and identification, LOI/proposal writing, budget creation, monitoring, and renewal.
- Supervise the Grants and Development Manager to ensure the achievement of fundraising goals.

Communications:

- Oversee the organization's external communication efforts include ethical storytelling, marketing, public relations, social media, fundraising and brand management.
- Work closely with the CEO to represent Family Eldercare in our external facing work with the general public and key stakeholders. Serve as a passionate and informed advocate for Family Eldercare. Clearly communicate the impact of our work, verbally and in writing, throughout corporate and community networks. Increase visibility of the agency and its leader as champions of aging and disability services in the community.
- Along with CEO and HR, craft and implement an internal communications plan with the purpose of improving morale and keeping our organization client and mission driven.

Other Duties:

- Provide oversight to Family Eldercare's annual "Summer Fan Drive".
- Support and attend Family Eldercare events and programs as needed.
- Other responsibilities will be assigned based on the needs of the overall organization.

Education and Experience:

- Bachelor's degree in business, communications, or a related field
- At least 10 years of nonprofit development experience with at least 5 years of management experience.
- CFRE preferred.
- Proven record of measurable success in organizing and implementing a comprehensive development plan.

- Demonstrated ability writing and securing grants, experience with government grants is preferred.
- Excellent written and verbal communication skills. Public speaking ability is a plus.
- Excellent organizational skills, including the ability to manage multiple tasks and projects simultaneously to meet deadlines.
- Experience with a constituent relationship management system.
- Experience with building and maintaining long-term development prospects.
- Previous experience leading successful capital campaigns is a plus.
- Experience with endowments is a plus.
- Experience motivating boards and committees to assist in implementing development strategies.
- A commitment to diversity, equity, and inclusion in the workplace.
- Passion for serving marginalized communities, social and economic justice.

Work Environment:

- Work duties occur primarily in the office and the community. Hybrid work arrangement is an option, not exceeding two days working remotely.
- A significant amount of time is spent on the computer.
- May occasionally involve physical tasks.