



## **Chief Philanthropy Officer**

Samaritan Center seeks a seasoned development professional with demonstrated experience and proven track record in developing and implementing a comprehensive fundraising strategy including major gifts, grants, annual giving, planned giving and special events.

Qualified candidates will have the ability to set strategic direction and lead the organization's development department, manage multiple tasks effectively and demonstrate the ability to work with diverse groups and individuals. Excellent written and verbal communication skills are required as is experience with donor management systems.

Candidate must have a minimum of 7-10 years progressive professional experience in non-profit fundraising. Planned giving experience a plus. Certified Fund Raising Executive certification is strongly preferred. Supervisory, training and mentoring experience is highly sought.

Candidate must be a dynamic, detail-oriented, creative, flexible team player with willingness to jump in where needed, including engaging with guests and serving meals as needed.

Candidates should submit cover letter, resume and writing sample to Mary Beth Frey, Executive Director, Samaritan Center, 215 North State Street, Syracuse, NY 13203 or via email to [director@samcenter.org](mailto:director@samcenter.org)

Incomplete submissions will not be reviewed or considered nor will applications without direct, demonstrated fund development experience.

Samaritan Center is a 501c3, interfaith effort of community members committed to serving the hungry and those in need in order to promote their welfare dignity and self sufficiency. Since 1981, Samaritan Center has worked to fight hunger in the greater Syracuse community by providing nutritious hot meals to anyone in need 7 days a week – no questions asked. Paired with these meals is the case management support and access to services that help our guests move on to a more positive future. Our guests include both the young and the not so young, those who are well educated and those who are not, individuals and families, people whose lives are bound by the prison of substance abuse, people who are well and those who face the challenge of illness. Men, women and children who have in common their humanity, their poverty and their sincere gratitude for a place of safety and warmth and a nutritious meal offered every day of the year. More info can be found at [www.samcenter.org](http://www.samcenter.org)

## **Chief Philanthropy Officer**

**Objective:** To expand the long-term and planned giving strategies for Samaritan Center through the hiring of a skilled Chief Philanthropy Officer who supports the mission of the center and the guests that it serves.

### **Job description**

- Work with the Executive Director and Board of Directors to develop and implement a comprehensive fundraising strategy including major gifts, grants, annual giving, planned giving and special events.
- Develop and execute both an annual and a long-term development plan for Samaritan Center. This plan will include crafting appropriate workflows and related budgets, as well as identifying metrics to gauge analysis of activity ultimately measuring progress and plan success
- Engage, solicit and expand/grow existing donors
- Identify, solicit, and engage prospective donors.
- Work collaboratively with development staff to manage the solicitation of annual gifts and sponsorships, develop fundraising opportunities, and coordinate fundraising events to meet or exceed annual fundraising goals.
- Work with Executive Director and Board of Directors to develop and implement a comprehensive marketing and communications plan.
- Work closely with the development staff to create solicitation materials, marketing materials, website and social media content, presentations and correspondence
- Provide staff support to Development, Marketing and Event Committees and other volunteer groups involved in fundraising.
- Work with administrative staff, development staff and volunteers to ensure the appropriate systems, staffing and procedures are in place to support fundraising goals, including the integrity of the customer management software.
- Supervise the work of development staff, providing professional expertise and direction in all aspects of fundraising.

### **Qualifications**

- BS/BA required. CFRE certification strongly preferred.
- Minimum 7-10 years progressive professional experience in non-profit fundraising. Planned giving experience a plus.
- Proven record of accomplishment in creating and implementing fundraising strategy.
- Ability to simultaneously manage various projects to deadline and budget.
- Demonstrated ability to generate major gifts.
- Proven management and leadership ability.
- Excellent relationship building skills with proven ability to work effectively with a wide variety of individuals and organizations.
- Exceptional communication skills with demonstrated ability to write clearly and persuasively.
- Dynamic, detail-oriented, creative, flexible team player with willingness to jump in where needed, including engaging with guests and serving meals as needed
- Computer proficiency and experience with donor management databases required.