Summary Description: The Chief Philanthropy Officer (CPO) is an executive leadership role reporting to the CEO. The position has oversight of all fundraising activities for the Jones Center/Jones Trust entities and leads the Fundraising & Development Team in raising support from individuals, corporations, foundations, and other fundraising activities. The position will play a leadership role in strategy for the organization, both in bolstering philanthropic relationships and moving the organization to a new level of service to the region. The role plans, coordinates and assures the implementation of strategies to develop donors, funding, and contributions to bolster the organization’s mission and vision. They also maintain appropriate systems and assure accountability procedures and compliance standards for funding sources. Salary range $115,000 to $125,000, commensurate with experience.

Primary Responsibilities

- Work with leadership to establish long- and short-term funding priorities
- Set annual fundraising budgets and day-to-day metrics and priorities for Fundraising and Development team
- Build and maintain relationships within the community
- Build and support donor interest and satisfaction in giving to the Jones Center
- Oversee the process of maintaining strong donor records to ensure that donors are well cultivated, solicited and stewarded by the organization, and to provide on-going data about donors and donations
- Identify and address with CEO and leadership team organizational opportunities and challenges that affect the well-being and efficacy of the organization
- Foster a culture of philanthropy throughout the organization that ensures fund development is executed in keeping with the organization's values, vision, and mission.
- Manage and develop the organization’s fundraising staff to meet goals and objectives and to build their skills as professionals
- Establish a balanced mix of donor sources and fundraising programs to attract and retain donors and fundraising volunteers.
- Establish performance measures, monitor results, and evaluate the efficacy of the fund development program.
- Maintain accountability and ensure compliance with all regulations and laws, as well as the code of ethics for fundraising professionals
- Help to recruit, train, and motivate fundraising volunteers.
- Keep abreast of developments in philanthropy and fund development.

Required Skills and Experiences

- A Bachelor’s degree or equivalent experience, CFRE a plus
o A minimum of 7 years’ experience and a proven track record of raising funds, with a preference for experience with corporate donors and soliciting major gifts from individuals
o Strong interpersonal, decision-making, and leadership skills required with an ability to inspire others
o Excellent verbal and written communication skills needed
o Analytical thinking and ability to analyze data needed
o Connection to Northwest Arkansas a plus
o Proficient in Microsoft Office
o Occasional travel required

Interested applicants should send a resume and cover letter to HR@jonesnet.org or may apply online at https://www.thejonescenter.net/careers-1