
Chief Advancement Officer

Position Guide



About JCC Chicago

<https://www.jccchicago.org/>

Our Mission

The Jewish Community Centers of Chicago (JCC Chicago) works to ensure a vibrant and thriving Chicago through meaningful and impactful programs inspired by Jewish values. Founded in 1903, JCC Chicago was established as a gathering place for new immigrants to fill their lives with culture, language, and connection. Today, JCC Chicago is proud to welcome people of all ages, faiths, backgrounds and abilities, providing educational, recreational, social and cultural programming to the community. Last year alone, JCC Chicago impacted more than 35,000 children, teens, and adults throughout the greater metropolitan Chicago area.

The Position

The Chief Advancement Officer (CAO) reports to the Chief Executive Officer and is responsible for overseeing all aspects of JCC Chicago's development program, including annual giving campaigns, fundraising events, corporate and foundation relations, donor stewardship and marketing efforts related to the work of the department. The CAO manages a team of five, including the Assistant Director, a part-time Major Gifts Officer, an Annual Fund Manager, a Development Manager, and a Development Coordinator, and serves as a member of the senior leadership team to support the strategic direction of the agency.



Responsibilities

The Chief Advancement Officer will have the following key areas of responsibility:

VISION & STRATEGY

- Provide leadership to the Fundraising Resources Development (FRD) team in the ongoing assessment and evolution of goals and strategic objectives for gift acquisition, donor recognition and stewardship, Board communications, and community engagement.

Chief Advancement Officer

- Work with the CEO and COO in the development and implementation of a multi-faceted annual giving and major gifts program.
- Work with Marketing & Communications team to develop a marketing strategy that supports FRD initiatives.
- Serve as the primary liaison with the Jewish Federation of Metropolitan Chicago for the agency's annual allocation and special projects.

BUILDING OF PROGRAMS

- Implement a strategic Annual Fund campaign and ongoing annual giving opportunities; monitor metrics to ensure continued donor acquisition and retention.
- Determine and implement strategies for cultivation, solicitation and stewardship for annual and major gift donors and prospects.
- Develop and manage a portfolio of 50-75 prospects and donors.
- Identify major gift donors and prospects for cultivation and stewardship by the COO, CEO and Board members; coordinate and maintain a comprehensive moves management system.
- Support the Development Manager in the submission of high quality grant proposals and development of positive foundation relations.
- Support CEO, COO and Board member fundraising activities; work with Annual Fund Manager to provide donor updates, maintain records, schedule contacts, and provide support materials strategically.
- Work with COO to centralize and maximize impact of fund development efforts across JCC Chicago.
- In collaboration with Marketing & Communications staff, ensure use of integrated messaging language; draft copy as needed for Agency-wide fundraising communication; develop FRD materials.
- Prepare reports and presentations for CEO, COO and Board members for meetings and other formal sharing.
- Support development of best practices around data sharing, maintenance and reporting within FRD and across the Agency.



Qualifications

The ideal candidate will be a motivated, polished, and dynamic professional with most of the following qualifications:

- **Knowledge of the Chicago Jewish community and Chicago philanthropic marketplace.**

- A minimum of seven years of senior level leadership experience in managing successful fundraising teams, including individual, corporate, and foundation giving, direct mail, and fundraising events.
- Proven success in working with engaged boards and volunteers at an organization of similar size and scope.
- Ability to lead in a focused manner with superb attention to detail and confidence, with a proven track record of successful staff management.
- An entrepreneurial and motivated professional with an ability to think creatively to solve problems and work effectively with executive teams, staff, and boards.
- Excellent communication skills with an inspiring and persuasive ability, including strong written, verbal, and presentation skills.
- A demonstrated passion for and commitment to community based services.
- Strong knowledge and understanding of constituent relationship management systems such as The Raiser's Edge
- Broad financial management skills with experience in fundraising and budget analysis, forecasting, and planning.
- Ability to travel locally and work some evenings and weekends for events and meetings with donors, staff, or other partners.
- An undergraduate degree is required; an advanced degree or CFRE certification is highly preferred.

Application

JCC Chicago has retained Campbell & Company to conduct this search. JCC Chicago offers a highly competitive salary and benefits package. The team for this project includes Marian Alexander DeBerry, Director, and Daniel Fissinger, Associate Consultant. To be considered for this opportunity, please send a letter of interest and resume to:

Daniel Fissinger

Associate Consultant, Executive Search

djf@campbellcompany.com

(312) 506-0062 direct

Campbell & Company

www.campbellcompany.com

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