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Boyden Executive Search ContactWendy Wilsker | 781.572.5703 | wwilsker@boyden.comLindsey Gale | 614.824.7616 | lgale@boyden.com**Position Summary**

JVS Boston (JVS) is seeking a mission-driven, experienced, and strategic Chief Advancement Officer (CAO) who will be responsible for all internal and external activities related to philanthropic support as well as marketing and communications. Reporting to the President and Chief Executive Officer (CEO), the CAO is a member of the JVS Executive team and Leadership team and will oversee a total team of 7 employees. The incumbent will have a passion for the mission of JVS and will be an outcomes-driven leader with a proven track record of frontline fundraising, staff management, strategy, accountability and outcomes in advancing a “best in class” advancement program. The CAO will create a culture where effective teamwork, collaboration, and innovation are expected, recognized and rewarded; and lead by example with regard to appropriate risk-taking, cross organizational cooperation, and clear standards of conduct.

Responsibilities

- The CAO is a sitting member of the Executive Team, including the CEO, CAO, CIO, CFO, CPO (Chief of Programs), and CPO (Chief of People) and the Leadership Team, including VPs, SVPs, and Chiefs.
- The CAO is responsible for all philanthropic activity, development functions, and government relations/grants management.
- Oversees and sets the direction and strategy of fund development for the organization, including annual and special project campaigns, major gift programs, fundraising events, third-party fundraising activities, corporate and foundation giving, planned giving, and funding from public sources.
- Creates the strategy and execution for donor engagement. This includes identification, cultivation, solicitation, and stewarding major individual, foundation, corporate, and public funders on an ongoing basis.
- Elevates JVS's strong philanthropic relationships in the Jewish community and with other donors and partners. While securing funding from the Jewish community is a primary focus, the CAO is responsible for securing financial support from a variety of philanthropic donors and sources.
- Partners with President & CEO, Leadership Team, and Board to deepen existing funder relationships and identify and cultivate new supporters.

- Collaborates with JVS's major funding agency partners - including CJP, United Way, and The Boston Foundation, including coordinating efforts with their gift officers, programming staff and administrators as needed.
- Builds, manages, and personally solicits a portfolio of major and principal gift donors and prospects. Coordinates the cultivation, solicitation and stewardship strategies for all members of the Development team and others assisting in these efforts. Coordinates and attends other donor meetings, as needed.
- Establishes performance measures, monitors results, and evaluates the effectiveness of the Development team and strategy, including individual and overall performance relating to fundraising.
- Advises and consults with the President & CEO and Board of Directors on matters related to fundraising and philanthropy; maintains effective working relationships with the Board of Directors, staff members, volunteers, individual donors, foundations, corporations and program partners.
- Oversees the hiring, evaluating, and mentoring of Development & Marketing and Communication staff members (to be further determined) to build an effective and stable team who achieve significant and individually quantifiable goals.
- Manages marketing & communication staff responsible for external marketing & communication and Board-related marketing & communication. There will be an upcoming evaluation to determine if internal communications will reside in Advancement. Currently, marketing & communication employees reside across JVS, but all may eventually reside in advancement.
- Administers the preparation and management of the annual department budget. Works internally with colleagues to create opportunities for program partnerships with fundraising goals and messaging.
- Partners with the finance and accounting staff to sustain efficient, effective and transparent financial tracking and reporting processes that support JVS's development efforts.
- CAO will lead advancement event strategy, while event execution and logistical details will be handled by the major gift officer or a similar role.
- In collaboration with the President & CEO, attends external events and serves as an ambassador for the organization as needed, and articulates the JVS mission to external constituents, partner organizations, and potential funders.
- Promotes a Development culture throughout the organization, identifying opportunities to both raise funds directly as well as imbue every aspect of JVS with a philanthropic culture mindset.

Qualifications

- A minimum of a bachelor's degree combined with at least ten or more years of major gift fundraising experience and at least five years managing a development team. An equivalent combination of education and experience will be considered.
- Significant understanding of the complexity of government relations and grants management as

grants represent over 50% of JVS's revenue.

- Experience raising funds from Jewish philanthropists as well as familiarity with Jewish holidays, customs and traditions.
- Excellent interpersonal skills, interacting with both colleagues and potential donors.
- Strong verbal and written communication skills.
- The ability to establish priorities, set objectives and achieve stated goals.
- A creative, energetic and highly self-motivated mindset.
- Strong organizational skills.
- PC literacy with strong competency in Microsoft Office Suite programs (Word, Excel, PowerPoint and Teams) or Google equivalent. Experience with fundraising databases.
- Demonstrated ability to work with and maintain confidential information.
- Must be able to work evenings, weekends and/or irregular hours as necessary to interact with donors and prospects and attend relevant meetings and events.

JVS Boston's Mission

JVS is a non-profit, non-sectarian agency. Our mission is to empower individuals from diverse communities to find employment, build careers, and partner with employers to hire, develop, and retain productive workforces.

JVS provides a broad range of services, including adult education, skills training, job readiness training, job placement and support, and access to post-secondary education. JVS assists employers in their search for well-qualified job applicants and their initiatives to upgrade the skills of their incumbent workforce.

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About Boyden

Founded in 1946, Boyden global executive search was the first firm to focus entirely on retained executive search. Others would soon follow, using many of the basic tenets and principles that Sidney Boyden put in place: maintaining a strict code of ethics and standards; establishing a global presence; creating uniform processes; and working with highly experienced business partners. These aspects of Sidney Boyden's vision are still in use today.

Boyden continues to be a leader in the executive search industry. Through the ever-expanding use of cutting-edge technology, while always adhering to strict ethical standards, we remain true to our rich heritage as the founders of retained executive search. We cover the globe with over 70 offices in more than 40 countries, led by resident professionals adept at working in a global economy. We are poised to help our clients find the people who will lead them today and into the future. In addition to retained executive search, Boyden works with clients seeking advice regarding their Boards. We also assist clients with interim management and leadership assessment.

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