



Chief Philanthropy Officer

Exempt, Full Time - Reports to CEO

Manages: Team of 10+ Fundraising professionals

Position Summary:

Opportunity Fund is seeking an innovative, strategic, and collaborative leader who brings a sophisticated understanding of fundraising, strong sales experience, technological savvy, and passion for our mission. Reporting to the CEO and working closely with the Board of Directors and other members of the Executive Leadership Team, the Chief Philanthropy Officer will create and manage a multi-year fundraising plan designed to achieve Opportunity Fund's goals, institutionalize best practices, and create a "culture of philanthropy" across the entire organization. The CPO will set fundraising goals and objectives; oversee the development of fundraising strategies; track impact metrics and KPIs; and manage and grow a team focused on individual and major gifts, corporate and foundation giving, partnership development, and government grants. As part of the executive leadership team, the CPO will participate in short- and long-term strategic and operational planning for the organization during a period of significant growth. The CPO leads a team of 10+ fundraising professionals, and partners closely with Marketing and Communications, Finance, Small Business Lending and other Program Directors to build the stream of contributed revenue required to support sustainable high-impact programs.

Key Responsibilities:

Fundraising Strategy and Metrics

- Lead Opportunity Fund's efforts to build its base of private support and enhance relationships with the donor community; develop strategy and oversee all aspects of fundraising to grow contributed annual revenue from \$6MM to \$25MM by 2022.
- Work with the Board and CEO to develop short- and long-term fundraising goals, strategies, and KPIs to expand funding from existing donors, while also building a strong pipeline of new funders.
- Supervise the creation and implementation of effective cultivation, solicitation, and stewardship plans for corporate, foundation, government and individual funding sources.
- Proactively ensure that Opportunity Fund develops strong, long-term relationships with major and leadership individual and institutional donors; build and maintain key relationships to ensure fund development strategy is achieved, including initiating and closing asks.
- Mobilize Board members to be successful fundraisers through major donor engagement, solicitation, and stewardship; help recruit, train, coach, and motivate Board members and other volunteers to engage in effective solicitations and other coordinated cultivation/stewardship activities.
- In partnership with the CFO, develop and manage fundraising budgets; be accountable for KPIs related to fundraising and revenue goals; supervise gift accounting and processing; and ensure best practice use of analytics, data, and metrics to forecast and track progress and success of fundraising goals, strategies, and tactics.
- Partner with program directors and staff to ensure efficient flow of communication about key program goals and fundraising opportunities.
- Collaborate with the Chief Marketing Officer and team to ensure an integrated and compelling approach to communications and marketing strategies to support fundraising outcomes, including events, annual reports, presentations, press releases, newsletters, etc.

- Work jointly with executive leadership and the communications team to create strategic events and thought leadership initiatives to enhance organizational standing and brand with key stakeholders.
- Work with the CIO to identify and implement technology platforms that best serve fundraising activities, including maximizing the utility of Salesforce CRM, social media, research, and analytics.
- Ensure that fundraising activities are carried out in keeping with the organization's values, mission, vision and plans.

Management

- Manage and grow the fundraising team, with responsibility for recruiting, hiring, firing, and developing talent over time to build a high performing fundraising team.
- Coach, mentor, and develop the staff to achieve their highest potential.
- Nurture a culture of excellence, learning, and continuous improvement.
- Ensure that the right tools and systems are in place to support the work of the fundraising team.

Executive Leadership

- Function as an organizational leader and a collaborative member of the Executive Leadership Team.
- Provide input on short- and long-term strategic and operational planning and positioning within the organization.
- Evaluate the effect of internal and external forces on Opportunity Fund and its fundraising activities; recommend short- and long-range fund development plans and programs that support the organization's values, mission and general objectives.

Qualifications:

- Extensive experience in fundraising leadership with deep knowledge of fundraising principles, strategies, techniques, and outcome metrics that span individual, corporate, and foundation giving, as well as government funding.
- Proven success at managing and implementing a comprehensive fund development program and increasing financial results.
- Knowledge and experience in all aspects of philanthropy, including giving trends, benchmarks, and best practices; research; fundraising techniques and strategies; data analytics; and development operations such as gift processing, prospect and donor research, and fundraising reporting.
- Track record of successfully establishing and nurturing effective working relationships with organization leadership, Board members, donors, prospects, and staff.
- Prior success in the development and negotiation of high-level gifts and a track record of building relationships and successful solicitation of six- to seven-figure institutional (corporations and foundation) and individual gifts.
- A minimum of five years of senior management experience in Development.
- Exceptional manager with excellent people skills; proven ability to build, lead, and inspire a diverse team.
- Energy, initiative, creativity, and drive; ability to perform at a high level in a fast-paced environment and manage/supervise multiple projects to meet timelines and deadlines.
- Excellent spoken and written communications skills; goal-oriented and close attention to detail.
- High comfort level with improving systems, analyzing data, and using data and metrics as management tools.
- Passionate advocate for equity, equal access, and economic justice.
- Bachelor's and Master's degrees, or equivalent knowledge and experience.

Compensation and Benefits:

- Base salary, dependent on experience with incentive for exceeding goals
- Medical, Dental, Vision, Life & Disability coverage 100% company funded for employees. Family coverage also available.
- Tax deferred 403(B) retirement plan (some employer contribution)
- Paid vacation (increased with tenure), holiday and sick leave days.

Location

Position will be located at Opportunity Fund's San Jose or San Francisco office.

To Apply:

Interested candidates should email a resume and thoughtful cover letter to jobs@opportunityfund.org including how you heard about the position and "Chief Philanthropy Officer" in the subject line.

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