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CAPITAL CAMPS & RETREAT CENTER CHIEF DEVELOPMENT OFFICER ROCKVILLE, MD

BACKGROUND

Capital Camps & Retreat Center (CCRC), a member of the Jewish Community Center Association and accredited by the American Camp Association, provides transformative camping experiences to approximately 1,000 campers each summer. Founded in 1987, Capital Camps has enjoyed steady growth and is now close to capacity each summer with children ages eight to 17 on a sprawling renovated campus in the Catoclin Mountains of Pennsylvania. The Retreat Center, which hosts approximately 125 groups each year, is a center of learning and rejuvenation for adults, families, and organizations.

For more information about the camp, go to capitalcamps.org, and capitalretreat.org for information about the retreat center.

THE POSITION

CCRC seeks a dynamic Chief Development Officer to join its senior management team and lead/direct its fundraising and volunteer engagement efforts. The Chief Development Officer will work in direct partnership with the CEO and Board of Directors to continue to elevate the agency's development program and its system for securing and growing support, while creating a positive culture of philanthropy and engagement within the CCRC community.

RESPONSIBILITIES

Overall Vision and Implementation

- Drive fundraising for the organization and serving as a motivational force in fundraising efforts
- Design a development plan to systematically institutionalize an annual campaign fundraising strategy
- Implement the development plan in a methodical, organized, and transparent way
- Evaluate the agency's strategies for fundraising and set new goals each year to create a donor-centered and segmented fundraising approach

- Identify and cultivate new donors in the parent, grandparent, alumni, and broader community, and steward existing donors in partnerships with the CEO and Board members

CEO/Board Partnership

- Serve as a partner with the CEO and Board in addressing fundraising needs and ensure that all campaigns are coordinated and integrated where appropriate
- Direct and support the CEO and Board members in developing fundraising opportunities and prepare them for outreach efforts

Board Relations

- Partner with the Board chair, CEO and Development Committee Chair in creating a culture of philanthropy on the Board and throughout entire camp community
- Train Board members and other volunteers to fundraise for Capital Camps & Retreat Center
- Help to build the Board's Development Committee and partner with the Board Chair, CEO and Development Committee in setting fundraising strategy and goals as related to the development plan

Community Relations

- Serve as an ambassador for camp and build a broad base of volunteer ambassadors, who can outreach in the community to build positive identification with and support for Capital Camps
- Track development opportunities and directing them through the process of identification, cultivation, asks, and stewardship

PR/Communications/Marketing

- Review all fundraising materials and work with Development Committee members to update and revise materials to capture the "story" of Capital Camps through effective marketing, communication and PR
- Partner with CCRC's marketing firm to create materials and new communications in order to concretize the brand

Staff Management and Supervision

- Supervise and support the agency's full-time development associate and half-time Special Projects Manager
- Provide oversight to ensure that gifts are recorded and donors are recognized appropriately

QUALIFICATIONS

The successful candidate will possess the skills and personality to manage a complex organization with qualifications that include:

- Knowledge of development best practices related to donor identification, cultivation, solicitation, and stewardship
- Drive, ambition and passion to lead a team
- Ability to successfully solicit major gifts
- Annual campaign experience, as well as other major gifts campaigns
- Experience working directly with board members
- The ability to establish objectives to organize and motivate volunteers to achieve fundraising goals
- Excellent analytical, marketing, writing, and presentation skills
- Strong project-management skills
- Skill in working with volunteers and maintaining positive relationships with all constituents
- Ability to work both independently and collaboratively, and to multi-task efficiently
- Experience and facility with database technology
- Sensitivity to the dual role of leading and supporting development efforts

COMPENSATION

An attractive and competitive package, commensurate with level of experience is available.

**FOR MORE INFORMATION, TO SUBMIT A RESUME OR RECOMMENDATION,
PLEASE CONTACT:**

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