

**Chief Advancement Officer, Carver Center**

**Port Chester, NY**

The Carver Center is the largest and longest-running community center in Port Chester, NY providing educational and recreational programs for families and individuals of all ages. Founded in 1943 as a small storefront afterschool program for children of wartime defense plant employees, Carver Center has grown to become a central community leader, providing essential services to children and families most in need. Specifically, Carver Center has experienced significant growth in operations over the past two years. Since 2016, it has effectively expanded service levels from 150 to approximately 600 students in its flagship afterschool program, creating an opportunity to realize new levels of impact and quality.

**Carver Center is capitalizing on this organizational growth and stability as it searches for a new Chief Advancement Officer (CAO) to promote a culture of sustainability built on diverse funding streams.**

Carver Center’s mission is to build brighter futures by serving, educating, and empowering families within the Port Chester community. Service offerings include an afterschool program, a teen program, Saturday programming, summer camp, families services and food pantry, adult classes including a path to citizenship, senior activities, aquatics, and mindfulness/mental wellness. Carver Center programs and services are proven, engaging, and empowering and also embrace and promote cultural diversity. They accomplish this by serving each individual with compassion, commitment, and competency in an environment that is safe and nurturing for all.

**The Position**

Under the direct supervision of the Chief Executive Officer, the CAO will be responsible for leading and managing all aspects of Carver Center’s fundraising and marketing program, including strategy development, proposal writing, individual giving, corporate and foundation relations, and all external communications.

Specifically, the CAO will have three major areas of focus:

1. Identifying, cultivating, and nurturing **strategic individual, state, federal, organizational, and corporate partnerships** in support of Carver Center’s initiatives and programs.
2. Leading the **design of programs for philanthropic and government grant support** and helping to secure funding from appropriate sources.
3. Communicating **Carver Center’s compelling story and message** to a diverse set of existing and potential stakeholders and partners in order to build, improve, or expand upon strategic partnerships.

**Responsibilities**:

* Set the vision and strategy for generating and maintaining sustainable revenue streams while raising awareness of the organization.
* Create an Annual Development Plan with specific Key Performance Indicators (KPIs), outlining the fiscal year’s fundraising goals and strategies, and drive its implementation.
* Identify, establish, and steward relationships with key stakeholders/leaders within the education, philanthropic, business, and government/political communities to mobilize resources.
* Lead the design and execution of special events and fundraisers to engage current supporters and identify new ones.
* Manage significant, successful grant research and conceptualize bold programmatic initiatives within the Carver Center strategic plan, to help identify prospects for new relationships with donors (e.g. corporate, foundation, government, organizations) interested in education, social justice and/or disadvantaged youth, leading to future funding opportunities.
* Steward ongoing relationships with existing partners and when relevant, leverage support through formal impact reports (such as grant reporting) and external evaluations as well as informal communications.
* Work in tandem with the Executive Director on critical development activities and efforts.
* Coordinate effectively with all board members, especially the Chair of the Development committee, offering regular reporting and updates.
* Communicate Carver Center’s compelling mission, program philosophy, and values by representing the organization at public events and meetings.
* Supervise the Marketing Director’s development and execution of an annual marketing and communication plan, ensuring that the plan has measurable goals and activities that are consistently implemented.
* Oversee, evaluate, develop, and approve marketing and communications materials, written correspondence, and website content.

**Core Qualifications**:

* At least five years of experience in Development and grant writing, with at least three years of experience at the director level preferred.
* Experience in working with organization leadership to support meaningful collaboration among community organizations and agencies.
* Demonstrated experience in securing and maintaining new public and/or private funding of five figures or more.
* Evidenced commitment to serving diverse families and children in need.
* Exceptional oral and written communication skills, supporting the ability to clearly articulate Carver Center’s mission and strategies.
* Strong computer skills – proficiency in the full suite of Microsoft Office applications and knowledge of fundraising software (eTapestry preferred)
* A Bachelor’s Degree in Business or relevant area, advanced degree preferred.
* Proficiency in Spanish preferred**.**

**At least two samples of example work products are required. Examples could include, but are not limited to, a development plan or strategy, grant narratives, and communication pieces.**

**Compensation**

Compensation range is expected between $90,000 and $110,000 based on experience. A competitive benefits package is provided, including health insurance, long-term disability, group life insurance, retirement matching program, dental, and vision.

**To Apply**

Please send a cover letter, resume, and **two samples** of written work products to [leanrecruitment@civstrat.com](mailto:leanrecruitment@civstrat.com) with the position title in the subject line. Resumes will be reviewed on a rolling basis.

The Carver Center is an Equal Opportunity Employer that does not discriminate based on race, color, religion, sex, sexual orientation, gender identity and expression, national origin, age, marital status, disability, veteran status, genetic information, or any other basis protected by relevant national and state law.