Rosie's Place, a sanctuary for poor and homeless women, offers emergency and long-term assistance to women who have nowhere else to turn. Founded in 1974, Rosie's Place welcomes each guest with respect and unconditional love. Rosie’s Place accepts no government funds and relies instead on committed volunteers and private supporters to accomplish its effective and innovative work.

POSITION SUMMARY:
Reporting to the President/CEO the Chief Development Officer is responsible for leading fundraising and external relations for Rosie’s Place. As part of the senior management team, the CDO works collaboratively to achieve the goals of the organization.

The CDO’s responsibilities will be broad in scope and will include creation and oversight of an organizational fundraising strategy and serving as Rosie's Place primary fundraiser. With impeccable attention to detail, they will ensure that all communications on behalf of the organization are executed flawlessly. They will provide direction for the engagement of key external constituencies to advance the goals of Rosie’s Place.

The CDO will oversee and manage all areas and personnel within Rosie’s Place’s Development, Communications, Volunteer Services and Public Policy departments. They will ensure that all activities are consistent with Rosie's Place’s mission, philosophy, and policies.

ESSENTIAL RESPONSIBILITY AREAS:

STRATEGIC PLANNING
- Provide strategic vision to the fundraising program, identifying growth potential and maximizing opportunity for fund development.
- Provide strategic direction to the public policy program, identifying organizational priorities, marshalling community resources, and engaging stakeholders in effecting social justice.
- Develop and implement an integrated strategic communications plan to advance Rosie’s Place’s brand identity; broaden awareness of its programs and priorities; and increase the visibility of its programs across key stakeholder audiences, including guests and potential guests.
- Oversee the identification and implementation of key external strategic partnerships, with an emphasis on building mission relationships on core new programs, including new collaborations and branches of Rosie’s Place.
- Participate in and act as the staff liaison to various Committees of the Board of Directors, as assigned by the President/CEO.

FUNDRAISING
- Support and partner with the President/CEO and board members on all major fundraising initiatives
- Serve as Rosie’s Place’s chief fundraiser, managing and soliciting a portfolio of important individual and institutional donor and partner relationships.
• Provides executive leadership to Rosie’s Place’s relationships with its various external stakeholders, knitting together the work of its communications and marketing efforts, approach to philanthropy, key strategic partnerships, and outreach to guests.
• Oversee and provide leadership to department directors in the Development division, which includes Fundraising, Communications, Volunteer Services, and Public Policy.
• Play a lead role in Board stewardship and development. Present at meetings and serve on several Board committees.
• Serve as a member of the senior leadership team and as a key resource to the President/CEO. In the absence of the President, or when strategically beneficial, serve as Rosie’s Place’s spokesperson.
• Other duties as assigned by the President/CEO.

QUALIFICATIONS:
• Bachelor’s Degree required. Master’s Degree in Business or Public Administration, Communications, or similar field preferred.
• Strong commitment to social justice and the mission of Rosie’s Place.
• Minimum 7 to 10 years of senior management experience at a non-profit organization.
• Experience in executive-level management of complex organizations and issues.
• Excellent verbal, written and problem-solving skills, strong knowledge of media and external partnerships.
• Strong analytical and communication skills. Ability to communicate clearly and concisely to colleagues and board.
• A proven track record of project management, with an emphasis on fundraising, marketing/sales, communications/branding, strategic partnerships, and volunteer engagement.
• Evidence of sound decision-making through a combination of analysis, wisdom, experience, and judgment.
• Proven ability to think strategically and forecast trends by analyzing data and creation of long-term plans.
• Ability to motivate and create teams of people comprised of paid staff, volunteers, and other key stakeholders to build the brand of Rosie’s Place.
• Strong leadership and managerial skills with a demonstrated ability to communicate in a positive way and effectively motivate staff.
• Ability to create, implement and improve operational systems, policies, and procedures.
• Highly self-motivated, possessing strong organization skills.
• Strong, professional ethics, integrity, and accountability in all actions.
• Team player with positive attitude.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:
Job is performed in an office environment. Day-to-day work includes paper and computer work as well as interaction with staff, guests, and volunteers. The position may require travel between facilities or community locations.

Apply:

Please submit a resume, cover letter and writing sample to nnelson@rosiesplace.org