



Position Announcement

Community Action Partnership of Strafford County has engaged Sage Advancement Group to lead their search for a new Director of Advancement.

The Organization

Community Action Partnership of Strafford County (CAPSC), a 501(c)(3) private charity, is the county's leading anti-poverty organization. Headquartered in Dover, NH, CAPSC's mission is to educate, advocate and assist people in Strafford County to help meet their basic needs and promote self-sufficiency. Since its founding in 1965, CAPSC has been providing at-risk children, families and the elderly with food, education, child care, utilities assistance, transportation, housing, emergency shelter and access to other critical services.

The Opportunity

CAPSC seeks an experienced fundraising professional to oversee a rapidly growing development operation in the midst of the quiet phase of a \$1.5 million capital campaign, Open Doors, to support a new Innovation Service Center.

Reporting to the CEO, the Director of Advancement serves as a key leadership team member and an active participant in making strategic decisions affecting CAPSC. In partnership with the CEO, this position is responsible for overseeing communication, marketing, and development activities. The successful candidate will help forge new relationships to build CAPSC's visibility, impact, and financial resources. The Director of Advancement will design and implement a comprehensive development plan with an emphasis on developing relationships with individuals, foundations and corporations to grow philanthropic support for the agency and ensure the successful completion to the campaign. This position oversees a communications, marketing events position.

The position will have primary responsibility for establishing and implementing the infrastructure needed to grow a \$9.5 million budget through the solicitation of major gifts, annual giving, special events, and corporate and foundation support. This position will also collaborate with program leaders to ensure that federal and state grant applications reflect CAPSC's core messaging.

The position will expand and diversify CAPSC's donor base/pipeline and work closely with key stakeholders, including campaign counsel and campaign committee members, to secure funding for new initiatives. In addition, the Director will work closely with the board of directors and support board members as they take on a more active fundraising role.

It is expected that the amount raised by CAPSC will increase in future years as the position systematically and effectively strengthens the organization's overall development capacity.

Key Responsibilities

- Support and partner with the CEO and board members on all major development initiatives
- Manage the Open Doors campaign steering committee in partnership with campaign consultants and CEO
- Collaborate with the Finance Director to develop and implement CAPSC's financial strategy
- Actively work with the CEO and senior staff to develop and implement a comprehensive development plan
- Have primary responsibility for development and execution of all new proposals; write and archive all proposals with a long-term relationship management approach
- Oversee research funding sources and trends, with foresight, to help position CAPSC ahead of major funding changes or trends
- Monitor all donor information; provide and present statistical analysis to board and senior leaders
- Develop and implement a stewardship program aimed at cultivating deeper ties with donors
- Monitor and report regularly on the progress of the campaign and development program
- Mentor and lead a team member responsible for CAPSC's website administration and coordination
- Coordinate webpage maintenance and ensure that new and consistent information (article links, stories and events) is posted regularly
- Track and measure the level of engagement within the network over time
- Manage development, distribution, and maintenance of all print and electronic collateral including, but not limited to, newsletters, brochures, annual report, e-newsletters, and CAPSC's website
- Oversees the Coordination and organization of annual meetings that engage the network's discreet audiences
- Manage staff members responsible for special events, database management and social media strategy

Qualifications

- 10+ years of professional development experience working with individual, foundation, and corporate donors
- Track record of closing major gifts and growing philanthropic revenue
- Excellent written and oral communication skills
- Strategic, persuasive and action-oriented personality
- Experience managing leadership volunteers
- Familiarity with Raiser's Edge a plus
- Strong organizational skills
- Flexible and adaptable style; a leader who can positively impact both strategic and tactical fundraising initiatives
- Ability to work both independently without close oversight, but also a team player who will productively engage with others at varying levels of seniority within and outside CAPSC
- Bachelor's degree required, Master's preferred
- Passionate about CAPSC's mission is essential
- Knowledge of programmatic and fiscal program planning
- Collaborative working style and ability to delegate responsibilities to team members
- Experience managing staff
- Must be available to work nights and weekends

Salary & Benefits

Competitive salary, four weeks of earned time off, flexible work schedule, twelve paid holidays, cell phone, family medical and life insurance, and a 403B retirement plan.

To Apply

Please send your resume, cover letter describing your experience and interest in this position, and a development work sample to **Sage Advancement Group** at info@sageadvancement.com with "Director of Advancement" in the subject line. No phone calls, please. For more information about Community Action Partnership of Strafford County, visit their website at www.traffordcap.org.



Sage Advancement Group consults with nonprofits on fundraising, market research and search solutions. We empower our clients to create positive change in the world by helping them secure the financial and human resources they need to fulfill their missions. For more information about Sage Advancement Group, visit us at www.sageadvancement.com.

