



5535 Albemarle Rd, Charlotte, NC 28212
Telephone: (704) 376-1600 ♦ Fax: (704) _____

POSITION NOTICE

Full Time

Chief Advancement Officer

Charlotte Center for Legal Advocacy, a non-profit agency that provides legal assistance in civil matters to low-income persons in Charlotte and Western North Carolina, seeks a **Chief Advancement Officer** to support the Advocacy Center's programs. More information about the Advocacy Center can be found at our website:

www.CharlotteLegalAdvocacy.org.

Position Summary:

Reporting to the CEO, the Chief Advancement Officer (CAO) is directly responsible for successfully creating, leading, and implementing an integrated resource development strategy, developing new relationships while maintaining existing relationships to build the organization's visibility, impact, and financial resources. The CAO is also responsible for all activities related to planning, managing, and executing a comprehensive, diversified, and strategic advancement and resource development effort that sustains and grows revenues from all constituents, including individual donors, corporate and foundation giving, planned giving, and special events. In addition, the CAO leads a team of professionals responsible for annual fundraising, grant writing, volunteer cultivation, and corporate philanthropic support. As a member of the CEO's Cabinet, the CAO works together with other senior leadership Cabinet members to provide strategic leadership and operational management for Charlotte Center for Legal Advocacy.

Responsibilities:

- Create and execute innovative fundraising plans and campaigns that utilize best practices in annual, major gifts, private and family foundation grants, and individual and corporate giving to meet fundraising goals
- Continually evaluate donor experience. Design, implement, and continually improve a resource development model based on researched best practices

- Create, integrate, and adapt technological platforms and strategies to improve the donor experience
- Identify and implement new revenue streams, with a focus on increasing sustainable unrestricted, private revenue
- Strengthen and build an agile and results-oriented Development Team by recruiting, training, and mentoring development staff. Continually review departmental infrastructure to ensure support of the organization's revenue growth goals
- Lead the strategic priorities of the team to build annual plans that support overall revenue goals
- Provide leadership, support, and oversight for all fundraising special events
- Effectively manage the development department's day-to-day operations, budget, and income forecasts
- Develop clear processes and collaborate with all other departments within the organization to create an understanding of and appreciation for the development function. Foster an environment of cohesiveness and collaboration.
- Work closely with and engage Development Board Committee
- Serve as an ambassador and spokesperson for the organization and articulate our mission to external constituents

Qualifications:

- Bachelor's degree
- Minimum of five years of directly related experience in the field of fundraising, marketing, sales, or public relations, preferably for a non-profit
- Demonstrated fundraising success from a variety of fundraising streams. Proven track record of developing successful partnerships with other companies and organizations
- Excellent active listening, persuasion, negotiation, presentation, and public relations skills required
- Strong complex problem solving, coordination, critical thinking, interpersonal, and judgement skills
- High level of experience and demonstrated success in building productive, professional working relationships with diverse individuals and groups
- Excellent verbal and written communication skills
- Supervisory experience required
- Passion for social justice and the mission and vision of Charlotte Center for Legal Advocacy

Compensation

This position is a full-time, salary, exempt position. The annual salary range begins at \$100,000 and may vary depending upon experience and skills. Charlotte Center for Legal Advocacy offers a generous leave and benefits package.

To Apply

Qualified applicants should send a resume and cover letter to careers@charlottelegaladvocacy.org Please note the position for which you are applying in the subject line.

Charlotte Center for Legal Advocacy provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.