



CHIEF DEVELOPMENT OFFICER

Falmouth Housing Trust, Inc. – Falmouth, Massachusetts

Falmouth Housing Trust, Inc. is an independent 501(c)3 charitable organization that has worked since its organization in 1986 to provide home ownership opportunities to individuals and families who earn up to 80% - 120% of Area Median Income. The mission of Falmouth Housing Trust is to enhance the community of Falmouth by developing and maintaining sustainable and affordable workforce housing.

Job Description:

The Chief Development Officer (CDO) is a key leadership position within a small collaborative work environment reporting directly to the Executive Director. The CDO is responsible for leading and implementing the organization's fundraising program focused on annual and major gifts, grants and planned giving initiatives, and for driving advocacy and awareness of the organization's mission.

Key Responsibilities:

1. Create and Implement a Comprehensive Fundraising and Marketing Strategy:

- Develop and execute a comprehensive fundraising strategy that includes identifying and cultivating individual, corporate, and foundation donors and prospects.
- Lead and manage all aspects of the fundraising program, including major gifts, planned giving, annual event and other special events, municipal funding, and grant writing.
- Develop and implement clear goals, performance metrics, evaluation tools and timelines for achieving fundraising targets and other organizational goals.
- Develop and implement a marketing strategy to support fundraising efforts, including creating collateral materials, social media content, and other communications to promote the organization's mission, programs, and services.

2. Donor Cultivation and Engagement:

- Develop and implement strategies for identifying and cultivating annual and major gift prospects, including individuals, corporations, and foundations, to expand the organization's donor base.
- Develop and maintain relationships with donors through personalized engagement and stewardship activities, such as one-on-one meetings, cultivation events, and recognition programs, and ensure the proper stewardship of donor relationships.
- Provide technical assistance to donors for giving options, including land gifts and bargain sales.

3. Communication and Reporting:

- Provide regular updates to the Executive Director and monthly updates to the Board of Directors on fundraising progress and challenges and make recommendations for course correction as needed.
- Ensure the timely and accurate acknowledgement of all gifts and donations and submit follow up reports to foundation donors.

- Maintain and develop effective systems and processes to support fundraising and development operations, including gift tracking and processing, database management, and reporting on progress and success.
- Manage existing and identify new technology solutions to support fundraising and development operations and to enhance donor engagement and stewardship.

4. Outreach – Community & Board of Directors

- Identify and cultivate relationships with key stakeholders, community leaders and elected officials to advance the organization’s mission and goals.
- Work collaboratively with the Executive Director to develop and maintain relationships with Board of Directors, volunteers, and community leaders to advance the organization’s mission and goals.
- Develop and implement strategies to raise awareness of the organization’s mission, programs, and services to increase its visibility and support, including collaboration with community organizations.
- Develop and implement strategies to engage and mobilize volunteers and supporters to advocate for the organization’s mission and its impact on the community.
- Represent the organization at community events, conferences, and other public forums to enhance the organization’s visibility and influence.
- Define strategy and manage involvement and roles of Board of Directors in fundraising.

Required Qualifications, Education and Experience

- Bachelor’s Degree
- Minimum 5 years of experience with major/planned gifts and other fundraising
- Proven track record of meeting or exceeding fundraising goals
- Demonstrated success in developing and implementing effective fundraising strategies
- Donor communication experience and demonstrated experience requesting donations
- Creative, independent and strategic planner
- Ability to manage time effectively and meet and complete tasks with firm deadlines
- Exceptional communication, interpersonal, time-management and organizational skills
- Proficient computer skills, including MS Word and database management
- Social Media Management Experience

Preferred Qualifications and Experience

- Experience with Board engagement and development
- Public speaking experience
- Knowledge of tax laws and regulations with respect to charitable giving
- Print Material Development
- Use of MS Excel and MS Power Point
- Experience in Housing Development field
- Knowledge/experience with Falmouth Town government and/or staff

Salary, Hours of Work and Location

- \$90,000 annually
- Paid on a salaried basis, bi-weekly
- 32 Hours per week, 4 days per week (days and times are flexible as discussed and determined by the applicant and Executive Director as per job functions and objectives). This is a salaried position and the CDO is expected to work as required to complete the duties of the position. This may mean occasional adjustment of hours or days or working beyond the minimum required, 32 hours per week.

Benefits of Working with Falmouth Housing Trust

- Flexible work environment to support a work-life balance
- Partial remote work permitted as needed with advance approval
- Generous Paid Time Off (PTO – Vacation, Sick Time), 240 hours annually
- All federal holidays paid
- Monthly health insurance stipend as needed and determined
- SEP IRA Plan - Employer Contributions

Application Process

To apply, please submit a resume to Laura Moynihan, Executive Director, Falmouth Housing Trust, Inc. by mail to PO Box 465, Falmouth, MA 02541 or by email to admin@falmouthhousingtrust.org. Applications will be reviewed and acknowledged on a rolling basis.