



Safe Now. Strong Forever.

Stone House makes a difference in our community by caring for and protecting adult and child survivors of domestic abuse, and helping them rebuild safe, secure, independent lives of purpose and self-fulfillment.

[www.stonehouseinc.org](http://www.stonehouseinc.org)

**Are you looking to build a distinguished development career?  
Stone House's Chief Development Officer is the opportunity you've been  
looking for.**

Stone House is looking for an enthusiastic, motivated development professional to create and implement a growth-oriented development plan that will propel the organization through the most dramatic transformation of its 50-year history.

In September, Stone House will move to a stunning new building in Roxbury that will make vast programmatic growth possible. We have completed a new strategic plan to guide our progress. We need a chief development officer with the vision, energy, talent, skills and commitment to drive Stone House toward its full potential.

If you can't wait to take on the most rewarding challenge of your career, we want to hear from you. Please send your resume to James May, Chief Development Officer, Stone House: [jmay@stonehouseinc.org](mailto:jmay@stonehouseinc.org). Call 617-409-5417.

## **CHIEF DEVELOPMENT OFFICER**

### **Job Description:**

As chief development officer of Stone House, you will plan and implement strategies to promote growth and success. You will secure donors and contributions in support of the organization and its mission and oversee the development program and its team.

To be the successful applicant, you should have proven experience as a fundraising and organizational development specialist, preferably with several years of management experience in a non-profit organization or a similar environment. You must be motivated, have the ability to solve complex problems, and have a passion for philanthropy.

## **Primary Responsibilities:**

- Foster a culture of philanthropy and ensure that fund development is executed in keeping with the organization's values, vision, and mission as detailed in the agency's Brand Identity Guidelines.
- Raise awareness of the organization and its primary goals through outreach efforts, regular events in the community, publications, media relations, and a robust social media presence.
- Work with the CEO and senior executive team to develop a fundraising plan and specific fundraising activities.
- Formulate short and long term goals to achieve the fundraising objectives of the organization.
- Develop actionable strategies for meeting and exceeding those goals through grants, sponsorships, gifts, donations, fundraising events and government contracts.
- Manage and supervise the resource development team to best approach a variety of financial development goals.
- Establish performance measures, monitor results, and evaluate the efficacy of the fund raising program and team.
- Plan and oversee fundraising activities to make sure all donor needs are met and fundraising goals are achieved.
- Discover new and potentially lucrative revenue streams for expansion of the organization's fundraising efforts.
- Establish a balanced mix of donor sources (individuals, private foundations, corporations, and government agencies) and fundraising programs to attract and retain donors and fundraising volunteers.
- Cultivate and maintain relationships with major donors by responding to their inquiries, keeping them apprised of recent events with the organization and showing them the progress their donations have made possible
- Track revenue and fundraising trends to forecast opportunities for expansion and mitigate downtrends in individual, corporate, or foundation giving and in government funding.
- Maintain accountability and ensure compliance with all regulations and laws, as well as with the code of ethics for fundraising professionals.
- Identify and address development issues that affect the well-being and efficacy of the organization.
- Oversee recruitment, training, and motivation of fundraising volunteers.
- Regularly update board of directors and senior executive team on major events and success of the organization.

## **Required Knowledge and Skills:**

- Proven track record of success in fundraising.
- Knowledge of development strategies, social media campaigning, and public relations
- Ability to inspire trust and camaraderie in direct reports, all staff members and potential donors.

- Strong interpersonal, decision-making, and leadership skills. Ability to motivate a team to action and keep order among competing interests.
- Excellent verbal and written communication skills.
- Analytical thinking and ability to analyze data.
- Exceptional time management skills and ability to meet deadlines
- Public speaking skills for speeches at fundraising events, presentations to donors, and meetings with members of the board.
- Business knowledge and ability to think in a variety of business environments.
- Proficiency in Microsoft Office
- Bachelor's degree (or comparable experience) in subject area whose skills are appropriate to a career in development.
- Master's degree, comparable experience, or additional certifications preferred.

**Work Environment:**

- You will report to the Chief Executive Officer (CEO) and will work with the senior executive team, board of directors, and staff to define the organization's vision and direction.
- Must be able to work occasional weekends and evenings for fundraising events, donor meetings, board meetings and related activities.
- Must be willing to work expanded hours when needed to reach fundraising deadlines and goals.
- Must be willing to travel.

**Salary and Benefits:**

- Starting salary as high as \$100,000 per year, based on experience and skills, with opportunity for merit increases.
- Generous paid time off, health benefits, 401k with 3% match, short- and long-term disability insurance, and life insurance. Plus medical and child care FSA accounts, vision and dental insurance available.
- Stone House is an equal opportunity employer.