



Position Title: **Chief Philanthropy Officer**
Status: Exempt, Full-time
Salary: \$100,000 - \$120,000, DOE
Location: May work remotely or in the office
Reports To: Chief Executive Officer

Computers 2 Kids (C2K) is a national leader in bridging the digital divide. Based in San Diego, California, C2K accepts electronics from corporations and individuals, refurbishes them utilizing Department of Defense standards, and works with the community to provide affordable computers to the most underserved populations. C2K placed more than 95,000 computers during the COVID-19 Pandemic and ships computers throughout the United States.

C2K believes people drive our success, and we strive to create a positive and respectful environment where our staff and volunteers can share their love and passion for digital equity and inclusion in support of our mission. When you choose to work with C2K, you become a part of the C2K family, working together to make a positive and meaningful impact on today's world.

POSITION OVERVIEW:

Under the direction of the Chief Executive Officer, the Chief Philanthropy Officer will be instrumental in leading C2K to meet its current annual fundraising goals of \$3 million while growing and diversifying its funding base. This position is responsible for developing and implementing strategies to secure private and public support from individuals, foundations, corporations, government, and community organizations, including major gifts, planned giving, foundation support, corporate partnerships, and other fundraising activities. In addition to accountability for achieving short-term and long-term financial goals, the Chief Philanthropy Officer is responsible for managing the contributed revenue pipeline, monitoring and evaluating, cultivation and solicitation metrics, and developing and overseeing the day-to-day operations of the development department. This position will inherit a warm portfolio of significant current and past technology donor leads, providing the opportunity for deepening relationships in person, virtually, over the phone, and in writing to transition into cash supporters.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

To perform this job successfully, an individual must perform each essential duty satisfactorily. The requirements below represent the required knowledge, skill, and/or ability. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

The following duties and responsibilities are those considered to be essential but do not represent all job functions that may be required to be performed by this position. Other comparable duties and responsibilities may be assigned as needed. Evening and weekend work is required as determined by operational needs or as assigned.

- Develop and implement strategies to achieve established organizational financial goals and secure support from individuals, foundations, corporations, government, and community organizations.

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- Work closely with the CEO to successfully expand individual and institutional giving, increase revenue diversification, and maximize the effectiveness and results of the development team.
- Schedule and conduct donor and prospect calls, visits, and meetings to appropriately engage stakeholders. It is expected that the CPO will hold at least 100 donor visits annually and engage donors and prospects at events and other venues as part of the cultivation process.
- Manage the contributed revenue pipeline by recording anticipated gifts and associated probabilities, identifying new prospects, monitoring progress through the donor funnel, and ensuring the integrity of all fundraising methods, including annual giving, major gifts, foundation support, corporate partnerships, special events, and government grants.
- Personally manage a portfolio of major donors and work to renew and increase their level of support, with a focus on increasing individual and institutional gifts at the \$25,000 and above level.
- Ensure donor portfolio records are current with all necessary and pertinent information, and promptly input contacts and actions into the donor database. (Salesforce and Marketing Cloud CRM utilized)
- Supervise and mentor any direct reports: i.e., Corporate Partnerships and Asset Acquisitions, Grants Coordinator. Prepare individual performance reports, including progress towards individual revenue targets and moves-management success metrics, and provide coaching on best practices in prospect qualification, solicitation strategy, and cultivation techniques.
- Provide stewardship and recognition of major donors.
- Execute a call time program of solicitations and thank you's to donors.
- Work collaboratively with the CEO, communications, and program staff to develop and write persuasive presentations and personalized emails, letters, reports, and proposals to donors and prospects to maximize fundraising results.
- In consultation with the CEO, create, monitor, and report on the annual development department budget.

QUALIFICATIONS:

- A bachelor's degree in business, marketing, public administration, or a closely related field is preferred.
- A minimum of five years of professional experience in frontline fundraising is required.
- Minimum two years of management experience required.
- Demonstrated track record of working with major donors and securing gifts of \$25,000 and above through in-person solicitations and written proposals.
- Demonstrated strength in relationship management. Ability to understand the needs and interests of major donors to develop relationships with them.
- Proven record of closing new gifts.
- Proven record of successfully written proposals to major donors.
- Exceptional verbal and written communications skills with a proven ability to develop compelling cases for support.
- Ability to manage a CRM system (experience with Salesforce preferred).
- Proficient computer skills in Microsoft Word, Excel, and Publisher.
- A professional demeanor and capable of handling confidential information with the utmost discretion.
- Comfortable working independently and collaboratively.

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- Knowledge of development principles, fundraising techniques, and ethics.
- Detail-oriented with strong organizational skills with an aptitude for analytical thinking and problem solving.
- Experience in working with community volunteers.
- Ability to prioritize multiple assignments and handle complex tasks in a fast-paced environment.
- Ability to represent the company in a variety of settings.
- This position requires occasional evening and weekend work.
- This position requires using a personal vehicle to travel to donor meetings. Must have reliable transportation and possess and maintain a valid California driver's license and a satisfactory driving record, including proof of personal vehicle insurance coverage.

GOOD TO KNOW:

This is an outstanding opportunity for a motivated professional to assume a pivotal role in this highly respected organization. The benefits package includes a 401(k)-retirement program with employer match, a flexible spending account (FSA) for health care expenses, and unlimited sick time.

Computers 2 Kids is committed to equity and inclusion as an organizational practice and culture.

APPLY TO:

Interested candidates should send contact information, resume, and references via email to Cheri Pierre at info@c2sdk.org.