Chief Engagement Officer

Children & Family Services Center (CFSC)

Are you passionate about positively impacting the nonprofit community and thus, the clients it serves? Founded in 2000, CFSC is national model for nonprofit capacity building. CFSC provides nonprofits with office and client services space, as well as comprehensive, high-quality shared finance, HR and IT services, all at well below market rates, enabling nonprofits to focus on the clients they serve. CFSC’s new ambitious, transformative, five-year strategic plan extends CFSC’s role as a force for social good through physical and service expansion.

To help build CFSC’s visibility, impact and financial resources and realize the goals in its strategic plan, CFSC is seeking an energetic, creative Chief Engagement Officer (CEnO) to develop and implement an innovative rebranding, marketing and communications, relationship development and fundraising plan that will strengthen current, and forge new relationships. If you want to work in a positive, flexible, team-oriented, customer-focused environment, apply today.

**Qualifications:**

* Bachelor's degree in journalism, communications, or related field is required, an advanced degree is preferred
* Minimum five years of professional experience in a nonprofit organization; demonstrated success in fundraising communications, marketing and public relations
* Minimum five years’ experience in a senior management role
* A minimum of five years’ experience in planning, writing, editing, and production of newsletters, news releases, annual reports, marketing literature, other print publications and directories, electronic communications and social media.

**Skills:**

* Ability to construct, articulate, and implement annual strategic fundraising and community engagement plan
* Extensive successful writing and editing experience (externally focused) with a variety of print and online communications media
* Experience in managing a comprehensive strategic communications, media relations, and marketing program to advance an organization's mission and goals
* Stature, gravitas, and confidence to gain the credibility and respect of high-performing Board of Directors
* Excellent problem solver, results oriented
* Ability to make decisions in a changing environment and anticipate future needs
* Exceptional written, oral, interpersonal, and presentation skills and the ability to effectively interface with senior management, CFSC’s Board of Directors, staff, nonprofit clients and potential clients, community partners, donors and potential donors.

**Responsibilities**

**Fundraising**

* Support and partner with the CEO and board members on all major fundraising initiatives.
* Collaborate with the Chief Financial Officer (CFO) to develop and implement CFSC’s financial strategy.
* Actively work with the CEO and leadership team to develop and implement a comprehensive development strategy to include corporate, foundation, government grants, etc.

**Identifying, Cultivating and Securing Nonprofit Clients**

* Identify potential nonprofit clients for shared services, CFSC building and satellite sites.
* Actively participate in meetings with potential nonprofit clients.
* Assist in maintaining positive relationships with nonprofit clients.

**Communications Strategy, Vision, Leadership and Operations**

* Develop and implement an integrated strategic communications plan to advance CFSC’s brand identity; broaden awareness of its programs and priorities; and increase the visibility of its programs across key stakeholder audiences.
* Create marketing/public relations strategy that will allow CFSC’s leadership to cultivate and enhance meaningful relationships with targeted, high-level external audiences, including the media and key influencers.
* Oversee development of all CFSC print and electronic communications including the collaboration report, marketing collateral materials, surveys website and new media; manage relationships with associated vendors.
* Serve as a spokesperson and lead point person on media interactions that help promote and/or impact the organization.

**Team Development/Management**

* Recruit and lead an engagement team to support the development and execution of the relationship building, marketing, communications and fundraising strategy.
* Promote a culture of high performance and continuous improvement that values learning and a commitment to excellence.
* Mentor and develop staff using a supportive and collaborative approach on a consistent basis.