About CSS

Center for Supportive Schools (CSS) is an anti-racist, fast-paced, collegial, and team-oriented organization wholly committed to helping schools become places where students want to be. Our work directly addresses student disengagement, a root cause of diminished academic performance, students dropping out of school, and other high-risk student behaviors. We partner with schools in three areas: developing all students into leaders; empowering teachers to collaborate with each other and with students; and engaging entire school communities to improve how learning happens.

CSS is driven by the vision that one day, all students will thrive in schools that graduate them prepared for the rigors of college and lives filled with meaningful work, active citizenship, and personal fulfillment.

We are committed to antiracism. Our vision for students will not be realized absent the dismantling of systemic racism that permeates schools and society. Schools are not safe, supportive, engaging, and inspiring unless they address all areas of marginalization and eradicate all the many interconnected forms of oppression. CSS's focus on antiracism results from the outsized role that racism has played in shaping the United States and its institutions, from the fact that racism intersects with all other forms of oppression and given that which we learn and develop—tools, frameworks, resources—in dismantling racism can be leveraged to abolish all other forms of oppression.

Founded in 1979, we are a national organization currently impacting 65,000 students annually and committed to supporting every K-12 school in the country. Most of our partners are economically disadvantaged communities where the consequences of student disengagement can be most devastating.

For more information, please visit www.supportiveschools.org. For more information about CSS's commitment to antiracism, please visit www.supportiveschools.org/antiracism-resources.

The Role

The Center for Supportive Schools (CSS) seeks an innovative, strategic, collaborative, entrepreneurial, and proven leader to serve as its *Chief Advancement Officer* (CAO). This dynamic leader will advance an organizational commitment to sustainable growth and resources—as articulated within the *North Star Objectives* and *Five Facets of Strategy* for CSS—by launching a comprehensive fundraising program enabling fulfillment of mission and vision in new, exciting, and sustainable ways. The CAO will join CSS at an exciting time in our history, the 45th anniversary of our flagship program Peer Group Connection (PGC), and under the leadership of a visionary CEO, Board of Trustees, and senior leadership team.

CSS will welcome the acumen of an experienced advancement professional who cultivates and fosters a culture of philanthropy, drives donor engagement and secures resources, as well as builds capacity among colleagues and reporting team. This leader has hands-on experience with corporate and foundation relations, as well as demonstrated successes in continuous improvement, strategic execution, coaching teams, achieving, and exceeding $10+ million-dollar annual fundraising goals. Alongside the CEO and Executive Leadership Team, the CAO will define an annual goal for CSS that will grow over time, but the expectation that this leader has experience with campaigns exceeding $10M.

Key Job Responsibilities

The successful candidate will be a highly motivated, proven leader with an impressive track record in building, amplifying, and elevating fundraising programs. As the CAO begins their journey, they will partner with the CEO to assist in diversifying revenue streams, solidifying a fundraising strategy and operations, while developing a corporate and foundation relations program. As a member of the executive team, this leader will collaborate and engage a team of professionals spanning the following areas: External Affairs; Communications and Marketing; Individual Giving, Board Giving Program, a forthcoming Employee Giving Initiative, as well as annual funds.

The following represents key areas and competencies for our CAO:

Leadership for Fundraising Program and Portfolio of Philanthropic Investments

- Define and lead a Culture of Philanthropy throughout CSS such that employees, trustees, and even constituents are inspired to give regularly and at a level that is meaningful and transformative.
- Conduct and analyze research to inform a comprehensive and integrated fund development plan that considers annual funds, endowments, capital campaigns, events-based giving, as well as new donors, repeat annual donors, special giving, major giving, planned and principal giving.
- Create, maintain, and iterate on an integrated fund development plan that includes revenue targets, funding priority areas, sources of funding, special events, and other key efforts.
- Alongside Communication and Marketing colleagues, create segmented case for investments tools to best support the CEO, Board of Trustees, and regional/market leaders to solicit philanthropic investments.
- Present, socialize, and achieve an annual target for fundraising for the organization, differentiated by giving type, which will contribute directly to facets of strategy and operating support, among other key areas.
- Create and maintain all gift documentation practices, with the support of the CEO, Board of Trustees, and counsel where needed.

Leadership for Market Analysis, Feasibility, and Advancement Opportunities

- Actively engage peer organizations to understand the landscape of philanthropy and fundraising approaches, including but not limited to organizations within our current geographic footprint— emphasis on metropolitan centers such as Atlanta, Baltimore, Boston, Charlotte, Chicago, Jersey City, New York City, Philadelphia, Raleigh, and Washington, DC.
- Support the engagement of the CSS National Advisory Council and Board of Trustees to assess feasibility of solicitations and expanding the donor network for the organization.
- Lead and document moves-management within Salesforce for fundraising for the organization, including ensuring structures and resources are in place to best support colleagues in regional/market specific roles, as well as those who are nationally inclined.
- Provide oversight and leadership for data management for fundraising purposes, including building capacity among Community School Directors/Senior Community School Directors and other administrative support functions in the delivery of this strategy to ensure accurate data for relationship management and solicitations.

Leadership for Cultivation, Solicitation, and Stewardship

- Ensure that CSS is successfully advancing relationships with those with the greatest philanthropic ability to provide sustainable support and transformational gifts, including near-term results and building robust pipelines of planned, principal, and major gifts.
- Provide monthly/quarterly targets for cultivation, solicitation, and stewardship targets for the Development team, CEO, and Board of Trustees, with specific metrics for success and long-term investments for CSS.

- Communicate prospective funder opportunities and research to CEO and Board of Trustees, as necessary, in support of cultivation and solicitation—create a system by which trustees/staff are instrumental in supporting asks above a specific threshold or program area.
- Build capacity and execute support on behalf of regional/market teams to keep and grow donors, including providing fulfillment reports and other annual reporting structures to showcase investments and impact.
- Create and maintain all donor appreciation and recognition policies and programs, including but not limited to giving levels/clubs, acknowledgment programs and correspondence, and annual events/campaigns focused on gratitude.
- Alongside External Engagement colleagues, assess the readiness of alumni and veteran schools' advisor/educator likelihood to invest in philanthropy—sponsoring a school; supporting a training; CSS PGC Peer Leaders Scholarship program; etc.
- Serve as an internal and external leader for CSS, alongside CEO and other executive leaders, to best position the organization in identifying new donors and contributing to critical conversations to draw people into the organization.

Qualifications and Experience

- Bachelor's degree and ten years of related work experience. Some graduate course work and/or evidence of continuous professional development preferred.
- Experience in and significant knowledge of education related initiatives, including Social Emotional Learning, Community Schools, K-12 Educational Leadership, among other key topics.
- Proven track record of leading development/fundraising teams within complex national nonprofit organizations, educational institutions, and/or youth development organizations.
- Proven track record in cultivation, solicitation, and stewardship of donors and potential donors.
- Excellent interpersonal communication skills, energy, and enthusiasm with the ability to build long-term relationships and represent the organization to external audiences.
- Ability to manage multiple competing priorities and complete projects successfully and in advance of deadlines.
- Ability to work with diverse constituents, internally and externally, including engaging and supporting volunteer leadership.
- Strong financial competence in budgeting and revenue goal setting.
- Strong knowledge/proficiency of Salesforce CRM platform or similar data management system.

COVID-19 Vaccination & Testing

CSS requires all school-facing staff members to be fully vaccinated against the COVID-19 virus. As of the time of this position announcement posting, fully vaccinated means receiving two vaccination doses of either the Pfizer vaccine or the Moderna vaccine, or one dose of the Johnson & Johnson vaccine. Non-school facing staff members who are not vaccinated because of a CSS-approved medical or religious accommodation must submit a copy of a COVID-19 test result 48-72 hours in advance of any CSS-related in-person interaction (this includes in-person interaction with other staff, in-person training events, office visits, business meetings, and/or school visits).

Location

The CAO role is a hybrid remote role with regular, in-person meetings and collaborative efforts with the CEO and Board of Trustees (either in Princeton, NJ or New York City, NY). As the strategy unfolds, there is a likelihood of significant travel to support cultivation and solicitation of gifts.

Work Environment/Physical Requirements

- Prolonged periods of sitting at a desk and working at a computer, including participating in virtual videoconference meetings
- Communicating with others in writing and verbally to exchange information
- Traveling long distances by plane/car

Compensation and Benefits

The anticipated starting date for this position is December 2023/January 2024. The annual salary range for this position is $185,000 – $200,000 per year. CSS offers the following benefits:

- Comprehensive and competitive benefits plan, including health, dental, vision, flexible spending accounts, health reimbursement accounts, commuter and transit accounts for employees who meet the eligibility requirements
- 403(b) plan with employer match
- Generous paid time off
- Paid holidays and winter break
- Flexible work option based on job role eligibility
- Employee Assistance Program
- Reduced schedule on Fridays during summer months
- Phone stipend

To Apply

Interested applicants are requested to apply by emailing a cover letter and CV/résumé to resumes@supportiveschools.org. Please include (1) the title of the position in the subject line of your email and (2) where you found the position posting in your cover letter. If possible, please email all documents in PDF format. Black, Indigenous, and other People of Color (BIPOC) are strongly encouraged to apply.

Center for Supportive Schools is an equal opportunity employer committed to inclusive hiring and dedicated to diversity, inclusion, and equity in its work and staff. CSS's Equal Employment Opportunity and Affirmative Action related policies are available upon request.