



Position Profile
Chief Development Officer, St. Anne's
Los Angeles, CA

Organizational history and service description

Opened in 1908 as a safe refuge for unwed mothers, St. Anne's has evolved into one of the most highly regarded social-service agencies in California. We offer residential care and transitional housing, family education and mental health services, early childhood education and workforce development. Our programs build safe, nurturing and resilient families—from pregnancy to parenthood and childhood to adulthood—for generations to come. St. Anne's has an annual operating budget of approximately \$25 million and a staff of 300 employees.

St. Anne's comprehensive services include case management, resource referrals and coordination services to our clients. We also offer Wraparound Approach Services that help the entire family thrive and give children the best chance of success. St. Anne's six **Early Learning Centers** and home-based services provide top-quality early childhood education for children ages 0 to 5; **young mothers** living at St. Anne's break the cycles of their past, learn to parent and create safe homes for their young children; **former foster youth** receive counseling, child care and career counseling so they can start to build meaningful careers and provide for their families; **low-income parents** receive counseling and parenting classes, building healthy families and preventing another generation of foster children; all of our early learning centers and home-based services are in **high-priority neighborhoods**; St. Anne's **Residential Treatment Program** provides the safe home and comprehensive services that young people need to beat the odds and succeed. Through high quality **Mental Health Services, Workforce Development and life skills programs**, young mothers are gaining the skills they need for stability and meaningful employment. St. Anne's will soon open **Beverly Terrace**, a complex that will offer permanent supportive housing and an early learning center, as well as access to comprehensive support services. The **Partnership for Families** program helps prevent child maltreatment by offering in-home counseling and support to at-risk families both in our residential program and in the community.

The Position

St. Anne's is in the midst of implementing a fund development plan that involves: engagement of its Board of Directors; fully developing its individual giving programs; coordinating its major giving and capital fund efforts, a robust foundation/corporate solicitation strategy, coordination with governmental grant support, and key attention to donor retention and relationship building at all levels. The right individual for the role will leverage this success and take the organization to the next level.

Desired traits for a new person entering our culture:

- **Collaboration**: The team culture is closely-knit and built on mutual trust and respect for each other's area of expertise; we are respectful of one another's time and independence. We meet regularly to share information and coordinate team priorities and deadlines; we take team ownership of successes *and* challenges.
- **Innovation**: Ideas are discussed and always welcome. We consistently strive to improve systems. There is a regular debrief after projects are completed in order to have a fresh perspective on what can be improved or revised.
- **Commitment**: The team is committed to excellence, integrity and service. This commitment extends not only to fundraising goals and projects, but also in our relationship to programs. We view ourselves as in service to program staff and work hard to build good relationships throughout the organization.

Position and Priorities

Reporting directly to the President/CEO, the Chief Development Officer will provide the leadership, vision, policy guidance and coordination of a comprehensive and innovative institutional advancement strategy. Managing a strong and stable team, the CDO will have oversight of communications and development efforts, each of which has strong and capable staffs. With direct involvement in capital gift solicitation and

major donor engagement, the position will require proven skills in large and small scale presentations to promote the organization, as well as a strong research and data background.

The position demands a highly polished and seasoned professional who thrives on managing details, yet has the vision to create, plan and lead. The successful candidate will be an experienced, creative, goal- and team-oriented leader.

Qualifications include:

- At least ten years of progressive development experience, with at least five years in a senior position; interest, enthusiasm and affinity for fundraising and building relationships;
- Strong written and verbal communications skills; ability to enthusiastically convey the needs of St. Anne's to individuals, foundations and corporations;
- Ability to relate to and work effectively with people at all levels, both within the organization and in the community; sense of humor, confidence and willingness to roll up one's sleeves as required; demonstrated ability to think independently, strategically, and creatively and then implement the strategy in a timely manner;
- A high degree of initiative; flexibility, teamwork, attention to detail and a positive can-do attitude;
- Commitment to and understanding of the organization's mission;
- Computer literacy required; experience in Raiser's Edge and complementary tools preferred;
- Bachelor's degree is required, advanced degree preferred

Department staffing and goals

The Development Department has been highly productive, and sets stretch goals on a year-over-year basis. Staff currently comprise: Director of Annual Giving & Donor Relations (to whom an Assoc. Director of Special Events and Volunteer Resources reports); Director of Communication and Marketing (to whom a Grant writer/Development Associate and Development Asst./Database manager report); and a Director of Foundation/Corporate Relations.

The department currently has a goal of raising approximately \$2.6 million in private funds, broken down as follows: 20% Individuals; 46% Foundation/Corporate gifts; 20% bequests; 13% special events and 2% from guilds/auxiliaries. The St. Anne's Foundation conducts the major gala.

The 12 month operational priorities for the position will include:

1. Maintain and **increase the productivity** of each of the categories of giving; achieve efficiencies through the latest research on giving patterns, techniques and motivations;
2. **Board development:** continue focus on recruiting new members; invite others to get involved and engaged and invest with a commensurate commitment; develop a program of board and Trustee hosted salons; enhance event support.
3. Maintain goals of minimum of **10% revenue increase overall**, over the prior year; oversee explicit plans for increases as per research in each component.
4. **Capitalize on the latest technology** to research giving capacity of current donors, identify potential donors and levels, engage those who are younger and/or have greater capacity, and maintain efficient communications and stewardship techniques.

Application Process

St. Anne's values diversity and is committed to equal opportunity for all persons regardless of age, color, disability, ethnicity, marital status, national origin, race, religion, sex, sexual orientation, veteran status or any other status protected by law.

Applications will be taken through our automated application process only. Applications will be accepted until an appointment is made. Compensation is competitive and commensurate with experience. Upload cover letter, resume and salary requirements to FindALeader.org at www.findaleader.org/StAnneCDO.