



Chief Development Officer

The Community Action Partnership of Lancaster County (CAP) is seeking a dynamic, highly organized and motivated Chief Development Officer (CDO) who will oversee resource development and communications. The CDO is instrumental in leading the organization to meet its annual fundraising goals, while growing and diversifying the funding base via government and foundation grants, corporate partnerships and individual donor relationships. The successful candidate will oversee and manage the day-to-day development operations by working collaboratively with the Executive and Senior Leadership teams to advance the financial stability of the organization. The CDO supervises the Communications Coordinator and the Grant Writer, and is responsible for the culture and results of this high-performing Development Team.

The CDO ensures all target audiences and stakeholders are reached through effective communications strategies to share CAP's vision, mission, values and impact. The candidate must possess superior verbal and written communications skills paired with excellent organizational skills to bring multiple projects to completion by required deadlines. This Executive Team member must be an autonomous, self-starter who also embraces collaboration and team projects.

CAP offers a competitive compensation and benefits package.

Hours: M – F (37.5 hours weekly; role requires flexibility and occasional evening/weekend hours)

Formal Education, Work Experience & Required Certification *(if applicable)*:

- Bachelor's degree in a related field and a minimum of 5 years grant writing/fund development experience within a non-profit organization, required
- Minimum 2 years administrative and supervisory experience, required
- Strong background in communications/marketing, preferred

Skills and Knowledge:

- Ability to think strategically and creatively to advance CAP's strategic priorities
- Demonstrated experience in managing and implementing a successful, comprehensive fund development program
- Exceptional writing skills, especially for grant proposals, reports and related fundraising materials
- Strong interpersonal, oral communication and relationship building skills
- Demonstrated success in conducting initial outreach to prospective foundations/donors, arranging for organizational leadership to meet with prospective donors/foundations and successfully preparing them for those meetings
- Strong organizational skills in managing complex tasks with autonomy
- Self-motivated with keen attention to detail, deadlines, and efficient record keeping

- Proven track record of maintaining positive work atmosphere by behaving and communicating in a manner that fosters good relations with clients, customers, co-workers and supervisors
- Ability to work in a multicultural environment with individuals from varied ethnic, racial and socio-economic backgrounds
- Ability to take initiative, use consultative skills and build strong, productive relationships
- Must possess a general understanding of human behavior and possess solid interpersonal, counseling and leadership skills
- Ability to maintain a high level standard of confidentiality
- Proficient in Microsoft Office Suite Applications

Qualified candidates may submit a Cover Letter and Resume to: staffing@caplanc.org.

Community Action Partnership of Lancaster County is an equal opportunity employer and does not discriminate on the basis of race, gender, disability, ethnicity, religion, sexual orientation, national origin, age, citizenship, veteran status or genetic information.