



Chief Advancement Officer (CAO) Job Description

Mission Statement: To Engage, Educate, and Empower communities of adult learners by advancing literacy skills and employment opportunities to achieve a better quality of life.
Vision Statement: Where continued education improves lives and builds better communities.
Position Summary: The Chief Advancement Officer (CAO) is a senior management position. The Chief Advancement Officer is responsible for bringing effective leadership and leading all fundraising, marketing, and managing board relations. The Chief Advancement Officer is responsible for initiating fund development and is responsible for attracting, cultivating, and garnering support from all appropriate stakeholders and donors. Working in tandem with Board of Directors, the Development Committee, and Chief Program Officer, the Chief Advancement Officer will establish, execute, and lead a multi-prong advancement strategic plan of action encompassing annual campaigns, donor development, community engagement/special events, grant/proposal/report submissions, and communication of AEC's brand. This position is responsible for enhancing and diversifying AEC's image, funding sources and growing a dynamic board of directors. The Chief Advancement Officer will support AEC's team to ensure uniform branding and messaging is presented to internal and external audiences.
Position Type: Full-time
Reports to: Board of Directors Chair
Supervises: VISTA members (Resource Development), Interns and volunteers
Works With: Board of Directors, Chief Program Officer, Contract Grant writer, AEL staff, interns, volunteers, donors, and partners.

Primary Responsibilities

Leadership

- Must demonstrate commitment to AEC's mission, vision, and sustainability including working with board of directors, members of the senior team, and representation of the organization. Work with other members of the senior team to create and practice a team and unified perspective. Work with board of directors and team members to maintain an organizational culture that is results-oriented, supportive, and promote life-long learning to increase positive social impact.
- The position reports directly to the Board of Directors Chair, the Chief Advancement Officer will focus on the research, identification, cultivation, and securing of funds as well as exercising a high level of stewardship and transparency.
- The Chief Advancement Officer will manage grant/proposal/reports tasks and ensure AEC's brand is uniform within the website, social media platforms, print, and other marketing efforts with support from the contract grant writer.
- The Chief Advancement Officer needs to be connected to the community to strengthen consistent outreach and networking to ensure the organization's fundraising goals are met or surpassed.
- Spearhead and execute the updates and submittal of Fund Development plan, policies, and procedures to be approved by board of directors.



- Responsible for developing and updating volunteer management manual and orientation. Complete volunteer orientation for administrative and fund development volunteers.
- Prepare and deliver CAO reports to board of directors during meetings and presentations.
- Ensure accurate accounting of grants and donations are recorded. Lead acknowledgement and stewardship practices and activities.

Board Relations

- Actively recruits board of directors and ensure ongoing active engagement between board of directors and AEC through matching individual interest with organization's mission and strategy.
- Leads the administration, engagement, and fundraising activities relating to the Board of Directors and committees.
- Act as the primary liaison for AEC with the board of directors to coordinate communications regarding interests in program and other organizational categories, donor referrals, introductions to businesses and community leaders, fundraising, meet-and-greets, open houses, etc.
- Staff board committees except for Finance and Program/Strategic Planning Committee. Primarily staff board nominating committee and work closely with committee to research candidates, recruit candidates, and conduct orientation and exercise retention strategies.
- Work with Board of Directors Chair to establish board's annual fundraising goal in restricted and unrestricted funding through delivery of the Red Hat Literacy Luncheon, Annual Fund Campaign, and Giving Tuesday Campaign.
- Interface with Board of Directors Chair and Committee Chairs to confirm and create board meeting agendas, materials, and effective meetings.
- Coordinate board meeting and committee meeting times, locations, and notifications. Send meeting invitations via Outlook, ZOOM, coordinate refreshments, and recording as required.
- Document and manage meeting minutes in hardcopy and electronically. Work with Board Secretary and serve a fill-in when secretary is absent.
- Manager board of directors' applications, conflict of interest renewals, and giving pledges.
- Maintain and update board manual and board list.

Fund Development & Special Events

- Spearhead AEC's advancement and branding strategy to support existing and new relationships with support of Development/Marketing Committee.
- Recruit and form a Development/Marketing Committee of community, business, and civic leaders and individuals.
- Create and manage a fund development calendar via online.



- Implement and manage new donor database, manage giving systems, infrastructure, and the identification, engagement, and development of varied audiences and stakeholders, and communication strategies. Develop processes to ensure AEC's have current and accurate donor profiles.
- Complete outreach and networking to influence and establish progressive and meaningful partnerships.
- Annual Campaign development and management. Monitor and provide the status of fundraising goals to the board of directors.
- Annual Red Hat Literacy Luncheon planning, coordination, execution along with hiring of consultant, formation of committee, securing sponsorships, and recruiting volunteers for set-up and break-down.

Grant/Proposal Execution/Management

- Lead, coordinate, and execute all grant processes including evaluations, budget, feasibility, reporting).
- Research along with the contract grant writer new grant opportunities and strategize renewals requests to address organizational improvements, professional development, special initiatives.
- Develop and collaborate with Chief Program Officer and contract grant writer on grant strategy. Manage grant proposal calendar via online and financial management of grants via Trello.
- Write, assemble, and submit grants, proposals, acknowledgements, and reports.
- Manage and update hard and electronic grant files and attachments.
- Create and maintain grant pipeline and reporting dashboard.

Brand Communication

- Drive and manage the design, implementation, and management of AEC's visibility, media, and marketing. Ensure and approve that all departments and organization lines of operations remain within AEC's brand/style guide.
- Develop uniform standard and impactful messaging for different audiences and management.
- Management and production of AEC's newsletter online and website. Make timely updates to the website and calendar.
- Produce an annual report with the support from a contractor and graphic artist.
- Collaborate with AEC management on public relation activities and crisis PR situations as needed with media, press, and other external audiences. As applicable, chair event planning committees.



Culture of Philanthropy

At AEC, we expect each person in the organization to serve as an ambassador by promoting the organization's mission and giving to the agency. The Chief Advancement Officer is an ambassador for the organization through their cultivation efforts in the community working with community leaders, other organizations, and supporters.

Success Metrics

- Meet at minimum two donors per week or 104 per year.
- Submit at minimum 20-24 proposals with threshold of \$5k and above to meet or exceed revenue targets.
- Strategize a plan to grow board restricted account up to 5% annually with a specific campaign to build up organization's reserve.
- Secure more than 20% of unrestricted funding.
- Retention and increase of annual donors. Develop a rate to measure annually.
- Implementation of donor database.
- High level of board engagement exceeding 80% in support of operations, fundraising, governance, and strategic planning.

AEC's Culture

- We commit to the organization's mission, vision, and values.
- We commit to the excellence in all we do.
- We commit to quality assurance and improvement.
- We commit to innovation and what is possible.

Qualifications

- Bachelor's Degree in business, marketing, nonprofit administration, fund development, or related field.
- 5-7 years of experience in business, fund development, or nonprofit administration or equivalent.
- Knowledge of Account Management, Customer Service, Stewardship, Community Relations and Marketing, Project Management, and Volunteer Management. Must have demonstrated experience in operationalizing strategic plan successfully. Experience managing and working collaboratively with teams.

Competencies

- Demonstrated experience with donor development and fundraising strategies.
- Highly dynamic professional with strong time management skills.
- Excellent active listening, persuasion, negotiation, presentation, and public skills required.
- Organizational skills with exceptional attention to details.



- Has great energy, a high degree of self-awareness. A curiosity about what motivates donors to give.
- A commitment to life-long learning about fundraising, marketing, and board relations.
- Constantly aware of AEC's financial needs, goals, and progress toward achieving them from diverse, sustainable sources.
- Ability to keep concise records.
- Adaptable and reliable in face of conflict, crisis, or changing priorities.
- Committed to diversity and inclusion.
- Literate in business and understands financial reports, applies data to assess business effectiveness and efficiency, and acts in a fiscally responsible manner.
- Politically astute and tactful.
- Ability to thrive in a flexible, fast-paced, and growth-oriented environment while maintaining a positive solution-focused approach.

Working Environment

- This position operates in a professional office environment. This role currently uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

Physical Demands

- While performing the duties of this job, the employee is regularly required to talk or hear. The employee is required to stand, walk, use hands to finger, handle or feel, and reach with hands and arms. This position requires the ability to occasionally lift office products and supplies, up to 20 pounds.

Travel

- This position requires travel to sites, meetings, trainings, in-services, and conferences.

How to Apply

To apply for this position, email a cover letter, salary requirement, and resume to jobs@adulthoodeducationcenter.org.

Equal Opportunity & Diversity Statement

At the Adult Education Center, we embrace and celebrate diversity. Diversity and inclusion allow the Adult Education Center to thrive when we get it right. The Adult Education Center is an equal opportunity employer. We provide equal employment opportunities to all persons without regard to race, color, religion or belief, national, social or ethnic origin, sex (including pregnancy, childbirth, and related medical conditions, sex stereotyping, transgender status, and gender identity), age, physical, mental or sensory disability, marital, civil union or domestic partnership status, past or present military service, family medical history, family or parental status, political affiliation or belief. At the Adult Education Center, we have zero tolerance for any form of discrimination or harassment of our employees. Our dedication to ensuring a safe and healthy workplace free of discrimination and harassment is a priority and woven into the Adult Education Center's organizational fabric and policies.



If you are interested in learning more about the Equal Opportunity & Diversity activities and process, contact:

(281) 485-1000.

Reasonable Accommodation & Modifications Notice

Federal law requires employers to provide reasonable accommodation to qualified applicants with disabilities. Let us know if an accommodation to apply for a job or to perform your job is required by contacting Human Resources. Reasonable accommodation includes modifications to the application process or employment procedures, providing documents in an alternate format, requiring a sign language interpreter or using specialized equipment. If you need an accommodation due to a disability to apply for a position at the Adult Education Center, call us at 281.485.1000 or send us an email at reasonableaccomodations@adulthoodeducationcenter.texas.org.

Signatures: I have read and understand the job description. I agree to comply with the terms and responsibilities.

Employee	Date	Authorized Signature	Date
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