



# Person-to-Person Chief Philanthropy Officer

Darien, CT

## About Person-to-Person

In 1968, Person-to-Person (P2P) was formed by parishioners at St. Luke's Parish as a local response to Rev. Dr. Martin Luther King, Jr.'s assassination. From the outset, Person-to-Person has used its resources to help residents of Lower Fairfield County in need while educating others about the impact of poverty and injustice. Efforts to help began with food and clothing and has grown to now include food assistance, casework assistance, clothing and care programs, emergency financial assistance, scholarships and mentorships, camperships, seasonal programs, a clothing center, three food pantries, grocery home delivery, and a mobile pantry. P2P annually serves 28,000 residents across lower Fairfield County including Darien, New Canaan, Norwalk, Stamford, Weston, Westport, and Wilton, CT. As an organization, P2P is guided by the following values at its core: community, service, integrity, dignity, and quality.

Person-to-Person maintains an annual budget of approximately \$5M (all of which is raised through private philanthropy) and is governed by a 24-member Board of Directors.

To learn more, please visit [www.p2phelps.org](http://www.p2phelps.org).

## Position

Person-to-Person seeks a seasoned, dynamic, engaged, innovative, warm, and analytic Chief Philanthropy Officer (CPO) to lead the development initiatives and activities of the agency. Guided by a strong and sincere commitment to P2P's mission, the CPO will strategically develop and implement a detailed fund development plan to support and grow the agency's programs, mission, and vision.

Reporting to the CEO and working closely within the C-Suite team, the CPO will lead and inspire the development team as well as staff and Board of Directors to foster a culture of philanthropy across the organization and establish strategies to increase contributed revenue to meet program goals.

The CPO will possess the knowledge and excellent interpersonal and communication skills needed to support robust philanthropic goals. The successful candidate is a positive leader, energetic and engaging, with an upbeat disposition and a 'can do' approach. The Chief Philanthropy Officer will lead with a hands-on approach with agency staff and volunteers, excited by and embracing change while promoting an agency culture of dignity, respect and lifelong learning to the Lower Fairfield County community.

## Responsibilities

### Fundraising

- With vision and creativity, and in partnership with the CEO, design, implement and manage strategies to meet \$5M budget in alignment with the organization's values, vision and mission;
- Develop a comprehensive, data-driven fund development plan that includes donor segmentation, grants management, individual and institutional fundraising objectives and success metrics;
- Deepen individual giving, donor stewardship, cultivation and solicitation strategies, instituting moves management and other pipeline development initiatives to build major donor support;
- Manage a personal portfolio of prospective major individual donors, with a focus on five and six figure gifts; maintain existing donor relationships and deepen those alliances through regular, relevant communications and stewardship;
- Plan, support, and attend a variety of P2P events, including (but not limited to) galas, luncheons, "friend-raisers", cocktail parties, and other events;
- Ensure the accurate tracking and reporting of donor and revenue information using the Salesforce database in coordination with the Development Database Officer and members of the Finance team;

### Executive Leadership

- As a vital member of the executive leadership team, serve as a key thought partner and collaborator to senior leadership and the Board to vision and drive strategy and initiatives, expanding organizational impact;
- Act as main liaison to the Board of Directors for fundraising activities and manage the Development Committee;
- Together with the CEO and COO, establish the annual philanthropy budget and monitor progress against the budget;
- Work to institutionalize a culture of philanthropy across the organization;
- Prepare periodic reports to the CEO, Board of Directors, Directors Emeriti, and the public on the status of the development efforts of the agency;

### Development Team Leadership

- Lead and oversee a team of five development professionals, including Grant Manager, Major Gifts Officer, Development Officer, Development Database Manager and Marketing & Communications Manager;
- Support a culture of collaboration and trust;
- Prioritize and advance diversity, equity and inclusion within the development team and across the organization;
- Ensure strong internal communications and the necessary systems, structures and processes are in place to support the organization's development objectives;

- Identify and recommend professional development activities for Philanthropy team members that builds and promotes the professionalism of the agency's philanthropy efforts; establish a culture of learning that emphasizes professional growth and an ongoing commitment to excellence and improvement.
- Establish work plans, performance objectives and fundraising goals, regularly review performance, provide professional development and training opportunities to support a culture of learning;

## Qualifications

- A commitment to the mission and activities of P2P;
- Demonstrated leadership skills, ability to manage and motivate staff towards a common goal, and ability to work effectively with senior leadership (including Board of Directors)
- A proven track record of success, innovation, and progressive accomplishments in fundraising with experience in all or most areas (annual, capital and endowment campaigns, major gifts, multi-year giving, and planned-giving);
- Experience with successful solicitations of individual donors to secure 5- and 6- figure gifts;
- Firm grasp of innovative and sophisticated fundraising tactics, including moves management, cultivation, stewardship and relational fundraising, event execution, creative campaigns, appeals and donor communications;
- Significant experience with board development and board member retention;
- Experience with marketing and/or branding as both relate to telling the mission of a nonprofit through collateral and other marketing materials;
- Demonstrated ability to effectively create and implement a fundraising strategic plan and operation in cooperation with engaged lay leaders;
- A passionate and optimistic individual who inspires team members to find opportunities to make improvements and strive for excellence in execution of their plans;
- A motivational communicator, both written and verbal, who is effective in 1-on-1 and group settings, comfortable with public speaking;
- Outstanding organizational skills, with the ability to complete projects on a timely basis and to manage multiple priorities;
- Excellent people skills. Warm, honest, sense of humor, and kind in working with others;
- Ability to interact and engage comfortably with a wide variety of key constituents across the P2P community;
- Knowledge of and experience with Salesforce highly preferred;



## Compensation

Person-to-Person offers competitive compensation, excellent benefits, and a supportive workplace culture. The salary range for this position is \$125,000 – \$150,000 per year. Benefits include health, dental, vision, and supplemental insurance, a 403(b) retirement plan with employer matching and generous paid time off. This is an in-person position with up to one day per week remote work optional.

Person-to-Person is committed to creating a diverse environment. Person-to-Person believes that a commitment to diversity, equity and inclusion provides the best environment, experience, and services for everyone, and especially the P2P Community.

This position description is based upon material provided by Person-to-Person, an equal opportunity employer.

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