



Chief Development Officer

Spence-Chapin

New York, NY

Salary: \$225,000 - \$240,000

The Organization

At Spence-Chapin, our mission is driven by the simple belief that every child deserves a family, and we work tirelessly to advocate for children in need of a permanent, loving home. Spence-Chapin has been providing adoption services and adoption support for more than 110 years. Each year, the services that Spence-Chapin offers impact the lives of children, women, and families, all around the world. Today, Spence-Chapin is proud of our role as a prominent voice and leading advocate for adoption, and of our commitment to the well-being of all members of the adoption triad: birth parents, adoptive parents, and their children.

Mission Statement: The mission of Spence-Chapin is to help find loving families for children whatever their needs or circumstances and provide counseling and support for all children and families to whom they have been born or entrusted.

Vision Statement: A world where adoption is a celebrated choice, every child belongs, and all families are embraced.

Core Values: Compassion, Dignity, Integrity, Inclusivity and Leadership

Throughout the organization's history, Spence-Chapin has served more than 25,000 children, women, and families through its main program areas: Comprehensive Domestic and International Adoption programs; Birth Parent services; Well-Being Services; and International Direct Assistance through programs like the Granny Program, to support children living in orphanages overseas.

To learn more about Spence-Chapin, please visit: <https://spence-chapin.org/>

The Position

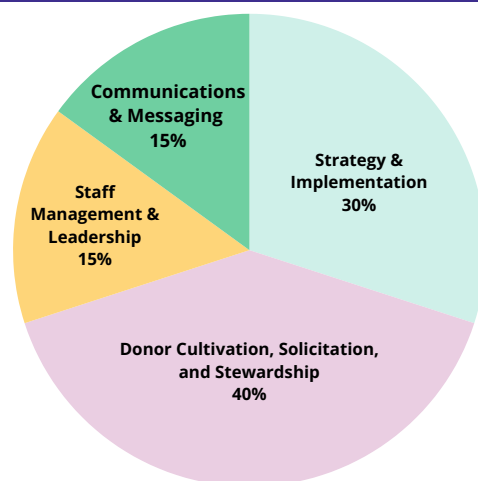
The Chief Development Officer (CDO) holds a strategic and vital leadership position within Spence-Chapin, reporting directly to the Chief Executive Officer (CEO). The CDO's primary responsibility is to lead and oversee the development and implementation of comprehensive fundraising strategies to secure philanthropic giving from diverse sources, including foundations, individuals, strategic partners, corporations, and others. They will oversee \$2.2M in annual development revenue and a team of two direct reports, two indirect reports, and three part-time consultants. Leveraging deep expertise in fundraising strategy and operations, as well as relationship-building, the CDO will spearhead efforts to support Spence-Chapin's mission of supporting children as well as their born and entrusted families via adoption, counseling, and other resources.



ROLE OVERVIEW

Strategy & Implementation

- Develop and implement a comprehensive annual and multi-year fundraising plan in alignment with Spence-Chapin's mission and strategic goals
- Identify new funding sources while optimizing existing donor relationships, developing strategies for new, renewed, and increased gifts
- Explore and implement new fundraising initiatives beyond traditional methods, such as corporate sponsorships and innovative events
- Oversee and optimize the development team's use of its donor management system to support strategic donor engagement, communication, and tracking
- Establish, monitor and analyze fundraising metrics and outcomes, adjusting strategies as needed to achieve fundraising goals



Donor Cultivation, Solicitation & Stewardship

- Foster strong, trusting relationships with current and prospective donors, board members, and other key stakeholders
- Diversify Spence-Chapin's donor base by exploring and securing new individual, corporate, foundation, and public funding opportunities
- Partner closely with the CEO and board to solicit major gifts and develop tailored proposals in alignment with donors' interests as well as organizational priorities
- Engage board members in fundraising opportunities, supporting them in all aspects of their fundraising efforts
- Build and manage a portfolio of major gift prospects and supervise portfolio management across team members
- Oversee annual fund and appeal efforts to high and mid-level donors and below, including multiple annual mailings
- Oversee planned or legacy giving, establishing a sound strategy for the organization

Communications & Messaging

- Oversee the development of fundraising-related communications and materials, creating compelling narratives to enhance Spence-Chapin's visibility and attract diverse donors
- Lead integration for case for support and donor recognition in broader organizational communications
- Ensure consistent and effective messaging in all donor communications
- Work collaboratively with the Chief Communications Officer to develop communication toolkits for current and prospective donors, and other key stakeholders

Staff Management & Leadership

- Serve as a member of the organization's leadership team, working collaboratively across divisions to support the organization's financial planning, achieve fundraising priorities, and improve its financial position
- Oversee and manage a high-performing development team that is aligned to the organization's mission
- Foster a culture of collaboration, innovation, and learning within the development team

THE IDEAL CANDIDATE

The ideal candidate for the Chief Development Officer position possesses the following competencies:

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| Drives Results | Drives Engagement | Builds Networks |
| Consistently achieving results, even under tough circumstances. | Creating a climate where people are motivated to do their best to help the organization achieve its objectives. | Effectively building formal and informal relationship networks inside and outside the organization. |
| Action Oriented | Collaborates | Plans & Aligns |
| Taking on new opportunities and tough challenges with a sense of urgency, high energy, and enthusiasm. | Building partnerships and working collaboratively with others to meet shared objectives. | Planning and prioritizing work to meet commitments aligned with organizational goals. |

Additional Qualifications

- Passionate about Spence-Chapin's mission and committed to enhancing the lives of children and families
- Significant experience in non-profit fundraising, including in a leadership role, with a track record of cultivating donor relationships, securing major gifts, and developing and executing comprehensive fundraising programs resulting in a significant increase in revenue
- Excellent interpersonal skills and demonstrated ability to work closely with CEO, leadership team, staff, major donors, and foundations
- A deep understanding of diverse fundraising channels, including individual giving, foundations, corporate partnerships, and special events
- A visionary thinker with the ability to develop and implement innovative fundraising strategies in alignment with organizational goals and priorities
- Demonstrated success identifying, engaging, and securing new major gifts and significant increases in existing gifts
- Exceptional verbal and written communication skills with comfort and experience in public speaking
- Ability to thrive in a fast-paced environment, navigate challenges effectively, and maintain a positive and solution-oriented approach
- Strong leadership skills, with the ability to inspire and guide a team toward excellence

WHO WE ARE

Work Environment & Our Commitment to Diversity, Equity, & Inclusion

Spence-Chapin is a non-profit organization based in New York City that has been providing adoption services and support for more than 110 years. At Spence-Chapin, we believe that every child deserves a family, and we work tirelessly to advocate for children in need of a permanent, loving home. Spence-Chapin has served more than 25,000 children, women, and families through our Domestic and International Adoption Programs, Birth Parent Services, Clinical Services, and International Humanitarian Aid supporting children living in orphanages.

Our work is made possible by the dedicated individuals on our staff. At Spence-Chapin we find joy in celebrating each other, our co-workers, and our clients. Everyone is treated with respect and dignity to strengthen the vibrancy of our community. We celebrate a culture of excellence, inclusivity, compassion, flexibility, and support. At Spence-Chapin, you will find an environment that is employee-focused, culturally diverse, mission-driven and values a work-life balance.

This position is in person in our offices four days per week.

COMPENSATION AND BENEFITS

Salary

\$225,000 - 240,000

Benefits

Spence-Chapin offers a competitive benefits package including full health benefits, generous PTO and holiday schedule, HRA & FSA plans, life insurance, retirement plan with employer contribution, paid maternity/paternity/adoption leave, commuter benefits and more.

TIMELINE AND NEXT STEPS

If you are interested in this position, please [click here](#). All applicants will receive an email confirming receipt of their application.

We encourage candidates of all backgrounds to apply even if you do not meet all of the qualifications outlined above. If you are selected to move forward for an initial screening call, we expect you to hear from us by September.

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[Submit an application](#)

