



Position Description Chief Philanthropy Officer

ABOUT PERSON TO PERSON

Established in 1968, Person to Person (P2P) is a community-supported agency that supports families and individuals as they move toward economic stability. The vision that guides P2P's work is "thriving, hunger-free homes." P2P annually serves 28,000 residents across lower Fairfield County including primarily Darien, New Canaan, Norwalk, Stamford, Weston, Westport, and Wilton, CT. With over 75,000 volunteer hours donated annually, P2P operates the following programs: three full time food pantries including a mobile food pantry, a clothing center, housing assistance, financial and workforce coaching, summer camperships for children, and college and vocational scholarship aid to students seeking to change the trajectory of the next generation. As an organization, P2P is guided by the following values at its core: community, service, integrity, dignity, and quality.

P2P maintains an annual budget of approximately \$5M (\$4M raised through private philanthropy) with an additional \$10M of in-kind donations, and is governed by a 23-member Board of Directors. To learn more, please visit, www.p2phelps.org.

POSITION

P2P 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 Chief Executive Officer (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, creativity 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 CPO 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 Chief Impact Officer (CIO) and CEO, design, implement and manage strategies to meet \$5.5M 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;
- Develop and implement P2P's planned giving strategy;
- Manage the portfolio strategy for the team and maintain a personal portfolio of major donors and prospects;
- Plan, support and attend a variety of P2P events, including (but not limited to) an annual gala donor appreciation events, and other fundraising and "friend-raising" events
- Provide tactical support and guidance to Opus 4 P2P's fundraising events and activities to maximize their success and foster a commitment to philanthropy and professional learning;
- Plan and implement a robust and effective donor recognition and cultivation plan, including donor appreciation events;
- In cooperation with the CEO and Board of Directors, manage any capital campaigns;
- Work in close cooperation with the CIO and Board of Directors to expand P2P's donor base;
- Oversee 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 Chief Operating Officer (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 development efforts of the agency;

Development Team Leadership:

- Lead and oversee a team of five development professionals, including Grant Manager, Corporate Engagement Officer, Development Database Manager, Gift Entry Associate and Marketing & Communications Manager; as well as event and other consultants to the Development Team;
- 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.

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 Microsoft Office Suite, and experience with Salesforce highly preferred.

COMPENSATION

P2P offers competitive compensation, excellent benefits, and a supportive workplace culture. The salary for this position is \$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.

EQUAL OPPORTUNITY EMPLOYER

P2P is committed to creating a diverse, equitable, and inclusive environment. P2P does not discriminate based on race, sex, color, religion, age, national origin, marital status, disability, veteran status, genetic information, sexual orientation, gender identity, or any other reason prohibited by law in provision of employment opportunities and benefits.

TO APPLY

The search is being conducted by The Strategy Group. Please submit a resume and a compelling letter of interest via email. All cover letters and resumes should be sent as **ONE PDF DOCUMENT** titled “**Last Name Cover Letter and Resume**” to nonprofitjobs@thestrategygroupllc.org. Please title emails as **P2P CPO SEARCH in the Subject Line**. Resumes will be accepted until the position is filled.

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