



CARING FOR KIDS & FAMILIES
SINCE 1806

Chief Development Officer

Position Type: Full Time

FLSA Classification: Exempt

Standard Weekly Hours: 35

Reports to: President & Chief Executive Officer

Graham Windham's Mission Statement

In full partnership with families and communities, Graham Windham strives to make a life-altering difference with children, youth and families who are overcoming some of life's most difficult challenges and obstacles, by helping to build a strong foundation for life: a safe, loving, permanent family and the opportunity and preparation to thrive in school and in the world.

Organization Overview:

Graham Windham has pioneered programs for New York City's children, families, and communities since 1806. With an annual operating budget of \$50+ million, they provide youth and family programs at 12 community-based sites in Harlem, Brooklyn, and the Bronx. Services include in-home family support, school & community-based centers, mental health and wellness services, family foster care, and youth coaching.

Graham is distinguished by its innovative approach to program development and its organizational vision, which was co-created with its kids, families, and team. They employ approximately 450 staff and are supported by volunteers and donors who come together to help over 4,500 young New Yorkers and their families thrive each year. Graham serves children and families whose abundant capacity is frequently held back by injustice and insufficient opportunity. Grounded in these realities, evidence about what works, and the wisdom of those we serve, they have developed innovative practices such as education and career coaching for young people that continues to the age of 26, and using family advocates to support parents as they navigate complex systems, that have significantly improved outcomes and are now being scaled throughout New York City.

Position Overview:

Graham Windham's Chief Development Officer is committed to leading with Graham Windham's organizational pillars (*Respect, Grow, Thrive and Lead*) to secure the necessary

investment of resources to achieve the organization's strategic vision. Graham recently completed a successful fundraising campaign, putting the organization in a strong financial position for the CDO to build from.

The CDO's scope will include designing, implementing and evaluating all fundraising strategies relating to foundations, corporate, individual & digital supporters, including annual and legacy giving.

The CDO will create and execute a development plan that details how Graham Windham will identify funding sources and cultivate supporters, especially major donors. The CDO will attract excellent volunteers to contribute their talents and meet needs identified by program leadership. The CDO will be a member of the Executive Council and will be required to perform the duties and responsibilities listed below.

Specific Duties and Responsibilities:

- Report to President & CEO and work closely with the Board of Directors, and Graham's Leadership team
- Oversee Graham Windham's Development branch, including four direct reports
- Build on Graham's fundraising success by expanding the number of donors, diversifying, and increasing revenue sources
- Collaborate with branch and department heads (i.e., Chief Performance Officer, Chief Financial Officer, Chief Operations Officer, Program Vice Presidents) as a valuable member of the senior leadership team
- Continue to seek new major donors to support the Eliza Hamilton Legacy Fund
- Devise and execute a multi-faceted fundraising strategy inclusive of major gifts, foundation fundraising, individual giving, grants, planned giving, digital fundraising, and event support
- Serve as a passionate, articulate ambassador on behalf of Graham's mission in philanthropic communities
- Coordinate with the Board Communications Committee and direct the distribution of the Communications Tool Kit to prospective donors and supporters
- Build a calendar of volunteer cultivation events to advance donor relationships—and recruit host committees
- Identify major gift prospects and turn them into leadership donors
- Generate development-related communications
- Oversee planning of donor cultivation and fundraising events
- Improve infrastructure of fundraising systems and outreach
- Actively cultivate and solicit donors of all levels
- Create funding benchmarks, evaluate progress, and report on activities
- Coordinate and partner with fundraising and events consultants and the Board Development Committee regarding the Annual Gala recognizing this is Graham Windham's most important fundraising and cultivation event

Minimum Qualifications & Requirements

- 7+ years of fundraising experience, with at least three (3) years in a leadership position showing demonstrated fundraising success
- Bachelor's degree required. Advanced degree preferred
- Proficiency with Microsoft Office, donor databases, web-based applications, and use of the internet required
- Willingness to work occasional evenings and weekends

Competencies

- Ambassadorial talent to fuel passion and understanding for the need to support Graham Windham's mission
- Superb interpersonal and persuasive communication skills
- Demonstrated ability to build a culture of philanthropy within an organization
- Experience building donor councils is a plus
- Proven ability to successfully engage major donors in stewardship events and solicitation meetings
- Ease in working with leaders of business and philanthropy
- Strong management, budgeting, and reporting experience
- Creative, strategic, and analytic thinking skills

This role has an annual base salary range of \$185,000-\$200,000 and the opportunity for a merit bonus.

Graham Windham offers eligible employees a comprehensive benefit package including medical, dental & vision coverage, paid time off, holiday pay, retirement savings plans (defined contribution pension and 403 (b) thrift), and much more.

To apply for this position, click [here](#)