



Why CARE: Our mission is to strengthen resiliency in people and their communities through prevention, education, and services that improve the quality of life. To learn more about CARE's programs and services, and employment opportunities, please visit our website www.careofsem.com.

As a premier employer of choice, our goal is to not only provide Recovery Oriented Systems of Care, but to also be a Recovery Oriented Employer that values lived experiences. We are committed to fostering, cultivating and preserving a culture of diversity and inclusion. CARE of Southeastern Michigan offers an exciting and innovative environment with dedicated, caring, and good natured professionals focused on creating healthier lives and communities for the individuals and families in which they serve. We welcome & encourage those from diverse communities, including those with bilingual proficiency to join our dynamic team.

Employment Perks:

- Work Life Balance
- 10 Paid Annual Holidays
- We Value Lived Experience: Special Consideration During The Application Process
- 37.50 Hour Work Week
- Competitive Benefits
- Relaxed Dress Code
- Flexible Work Hours (approval required)

Chief Development Officer

(Salary based on experience and qualifications: \$ 68,000 - \$74,000)

Minimum Qualifications:

- A Bachelor degree in administration, public relations, marketing, development, hospitality management, project management or related field.
- Five years' experience in the fund development field.
- Experience in non-profit fundraising, communications, public relations and special event planning required.
- Experience in high level non-profit organizations and a proven track record as a leader and motivator to provide enthusiasm, energy, motivation, direction, and successful implementation of fundraising policies, plans and programs.
- Experience with effective donor research methods; an ability to engage and excite staff in the campaign action plans.
- Plan and meet benchmarks; excellent verbal and writing skills; a passion for the work; and an ability to advocate for the mission.
- Possess understanding with the Association of Fundraising Professional's Code of Ethics and Standards.

Duties and Responsibilities:

- Work as a strategic business partner with the President/CEO, Executive Leadership Team and the Board of Directors.
- Key member of the Executive Leadership Team, and as such represents development and marketing. The position is responsible for developing the necessary organizational readiness to achieve its desired results in all areas of financial development.
- Ensures all fundraising goals are met. Oversees the development of fundraising materials.
- Develops and coordinates donor and sponsorship identification, cultivation, and stewardship.
- Develop and maintain giving awareness philosophy, targets and strategies.
- Oversees grants, including preparation of proposals and seeking new grant opportunities.
- Provides day-to-day leadership and management to the Development Department team to support the mission. Responsible for supervision, training and assigning workload of direct reports.
- Establish and maintain liaison relationships with appropriate agencies regarding fundraising.
- Monitors and approves expenditures of program and tracks supplies purchased and needed for fundraising within budget.
- Support to prioritize the management and use of funds to align with the vision, mission and strategic plan of the agency.
- Submits accurate reports/plans to supervisor/colleagues, funding agencies, and regulatory bodies within deadlines, as assigned.