

Job Title:	CHIEF MISSION ADVANCEMENT OFFICER		
Position Type:	Full-Time Exempt	Will Train Applicant(s)	Will Train Applicant(s)
Location:	Girls Inc. of San Antonio Campus 2214 Basse Rd. San Antonio, TX 78213	Organizational Relationship:	Reports to: President & CEO Directs: Supervise, provide leadership, coordination, and mentoring to FT and PT Advancement and Marketing Team Members, Interns, and External Consultants. Other: Works cooperatively with all staff and volunteers to accomplish mission, goals, objectives and performance measures of the program and agency.
Pay Range:	\$75,000 - \$85,000	Posting Expires:	When filled
Employment Benefits:	Full-time benefits to include health, dental, vision, life, generous PTO and holiday pay, and 401K plan with employer match		

APPLICATION PROCEDURE

Submit resume, the names of three references, and cover letter indicating interest and qualifications to jobs@girlsinca.org.
Subject Line: Chief Mission Advancement Officer
Hiring Coordinator: Lea Rosenauer, President & CEO rosenauer@girlsinca.org 210-298-5861

ORGANIZATION OVERVIEW

Girls Inc. of San Antonio's mission is to **inspire all girls to be strong, smart, and bold**. Since our founding in 2004, we have delivered programs that support the unique needs of girls and young women from kindergarten to career. All programs are developmentally appropriate, supporting girls' changing needs as they grow. Ensuring that all program delivery is culturally sensitive and in alignment with social determinants of health through a trauma informed care lens as defined by the agency. We empower girls by equipping them to navigate gender, economic, and racial barriers and grow into healthy, educated, and independent adults. From behavioral health and wellness support in elementary and secondary school and exciting hands-on STEM and STEAM projects in middle school to building leadership skills and college readiness in high school, Girls Inc. girls receive the support and the opportunities they need to thrive. Girls Inc. of San Antonio's operating budget is \$2M with 20+ staff located in the Harvey E. Najam Girls Inc. Campus and in more than 45 schools and partner organizations across Bexar County.

JOB SUMMARY

The Chief Mission Advancement Officer (CMAO) directs a symphony of fundraising activities to advance the agency's mission – working closely with the CEO and Board Development and Event Committees to cultivate key relationships and design engaging events that lead to successfully meeting the ~\$2M contributed revenue goal. This position requires a high level of independent judgement, fundraising and program-level decision making. The CMAO will direct all areas of fundraising, communications, and marketing. This position involves building and maintaining relationships with donors, implementation of a strategic approach to fundraising which includes major gifts, corporate donations, grant solicitation, special fundraising events and in-kind resources. This full-time position reports to the CEO and is a member of the executive leadership team. **#relationshipsarethework**

ESSENTIAL DUTIES AND RESPONSIBILITIES

Fundraising, Donor, and Community Engagement:

- Represent the organization at community events, meetings, and community activities to enhance its visibility and reputation.
- Cultivate and maintain relationships with individual donors, ensuring their continued support through regular communication and updates on the organization's activities.
- Research and identify new major gift prospects including individuals, corporations, and foundations; build and maintain productive relationships with these prospects with the ultimate goal of soliciting and closing gifts for both unrestricted and restricted funds.
- Structure, supervise, and maintain database (Bloomerang) while tracking current and prospective donors.
- Address donor inquiries, concerns, and requests promptly and professionally.
- Develop and maintain a comprehensive donor communications and external marketing plan. Work with the CEO and staff on media relations while serving with the CEO as direct contacts for media.
- Stay updated with fundraising trends and implement innovative approaches to maximize fundraising efforts.

ESSENTIAL DUTIES AND RESPONSIBILITIES, CONT.

Grant and Proposal Management:

- Prepare and/or oversee the identification, research, preparation and development of government, corporate and private grants and requests for proposals.
- Oversee grant reporting and stewardship of donations from individuals, corporations, foundations, donor advised funds, government grants and contracts, ensuring all deadlines and requirements are met as defined by the donor/grant agreement.
- Maintains and updates agency information in SAM, DUNs, GuideStar, etc.

Events Management:

- Oversee the planning and execution of fundraising events, both to generate revenue for the organization and to identify potential donors.
- Manage all event (in-person and online) details – from start to finish – including, but not limited to: sponsorship, ticketing & sales, site logistics, guest management, staffing & volunteer recruitment, catering, AV/lighting, pre-event marketing, event collateral (i.e. invites, signage), day-of event program (i.e. special guests, emcee), pre- & post event functions, post-event communications, and event-related reporting.
- Develop metrics to determine the effectiveness of each fundraising initiative.

Campaigns and Appeals:

- With the CEO and Board Development Committee, plan, develop, implement, and maintain an innovative and robust calendar of annual appeals, get to know Girls Inc. events, monthly giving programs, giving circle(s) through personal solicitations, and direct and electronic mail.
- Monitor campaign progress, analyze data, and adjust strategies to meet fundraising goals.
- Ensure optimal agency participation in campaigns and appeals (such as grants, United Way, Big Give SA, and more).
- Enhance the organization's capacity to sustain programs by achieving annual fundraising targets through unrestricted and restricted donations.

Marketing and Communication:

- Responsible for coordinating the marketing, public relations, and external communication aspects of the organization.
- Oversee digital media, storytelling, and agency branding.
- Drive mission aligned marketing strategies to raise engagement and visibility of Girls Inc. of San Antonio.
- Manages social media (campaigns, analytics, advertising) and marketing content calendars via the production of interesting and shareable content, such as blog articles, social media posts, email marketing, videos, infographics, etc.

Collaboration and Leadership:

- Collaborate with the leadership team and program managers to align fundraising efforts with the organization's mission and objectives.
- Collaborates closely with the CEO to develop the department budget and establish achievable fundraising goals for each campaign, appeal, and special event. This includes setting realistic expectations to ensure effective planning and execution.
- Demonstrates and exemplifies the cultivation and preservation of organizational culture, aligning with the mission, vision, and values of Girls Inc. Encourages strong staff engagement through leadership and support.
- Maintains budget expenditures within approved budget expenses.

Additional Responsibilities:

- Explores changing interests and developmental needs of girls to keep up to date with changing patterns and ensures participant voices inform the development of programs and activities.
- Serve as a Professional Asset Builder for youth and become proficient in the Search Institute's Developmental Relationships Framework
- Become knowledgeable about trauma and Adverse Childhood Experiences (ACEs) and be able to use tools to create a trauma-informed environment.
- As a member of the executive leadership team, the Chief Mission Advancement Officer is expected to maintain a flexible schedule that aligns with organizational priorities and external engagement opportunities.
- Complete additional projects and responsibilities as assigned.

REQUIRED EDUCATION AND EXPERIENCE

- Bachelor's Degree, with courses in nonprofit management, business, public affairs, or education preferred. Special consideration may be given for equivalent experience and personal qualifications in lieu of a degree.
 - Experience in community cultivation, nonprofit management, sales, and communication.
 - Ability to communicate with internal and external audiences and foster their involvement and participation in supporting the mission of Girls Inc. (Mission Driven Mindset)
 - Proficiency in the use of computers for: word processing, databases, spreadsheets, e-mail, internet.
 - Proven ability to set priorities and work with minimal supervision.
 - Ability to seek supervision and feedback and use it constructively.
- Bilingual ability in English and Spanish preferred
 - Must have skills in relationship building; be sensitive to cultural differences; have enhanced competencies when working with families, volunteers, and staff from various backgrounds.
 - Participate in required training including but not limited to Child Abuse Prevention and Reporting and Emergency Preparedness and Environmental Safety. Employees may be assigned by their department as a key/essential staff level function during critical events or for the purpose of sustaining business continuity.
 - Must have reliable transportation, maintain current and valid driver's license, and provide proof of automotive liability insurance
 - Must be comfortable driving a 15-passanger van and transporting children during field trips, for events, and other special activities
 - Must be able to pass drug screening, criminal and driving background check

SUPPORT THE GIRLS INC. VISION, MISSION & VALUES

- Vision:** Empowered girls in an equitable society
- Mission:** To inspire all girls to be strong, smart, and bold
- Organizational Values:**
- Support the strength in every girl
 - Care and Concern for the well-being of others
 - Appreciate diversity, embrace inclusiveness, and advance equity
 - Results anchored in integrity and accountability
 - Collaborate for impact

COMPETENCIES

- Ethical Decision Making: Understand ethical behavior and business practices, and ensure that own behavior and the behavior of others is consistent with these standards and aligns with the values of the organization
- Relationship Builder: Establish and maintain positive working relationships with others, both internally and externally, to achieve the goals of the organization. Serve as a Professional Asset Builder for youth and become proficient in the Search Institute's Developmental Relationships Framework
- Culturally Competent: Ability to work effectively with youth and adults from various cultural, linguistic, socio-economic, cognitive social-emotional and education statuses.
- Trauma Informed: Become knowledgeable about trauma and Adverse Childhood Experiences (ACEs) and be able to use tools to create a trauma-informed environment. Ensuring that all program delivery is culturally sensitive and in alignment with Social Determinants of Health through a trauma informed care lens as defined by the agency.
- Communicate Effectively: Speak, listen, and write in a clear, thorough, and timely manner using appropriate and effective communication tools and techniques
- Focus on Client Needs: Anticipate, understand, and respond to the needs of internal and external clients to meet or exceed their expectations within the organizational parameters
- Foster Teamwork: Work cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance organizational effectiveness
- Lead: Positively influence others to achieve results that are in the best interest of the organization
- Self-Starter: Takes initiative to solve problems, launch projects, continuously learn, and improve the organization.
- Make Decisions: Assess situations to determine the importance, urgency, and risks, and make clear decisions which are timely and in the best interests of the organization
- Organize: Set priorities, develop a work schedule, monitor progress towards goals, and track details, data, information, and activities
- Plan: Determine strategies to move the organization forward, set goals, create, and implement actions plans, and evaluate the process and results
- Solve Problems: Assess problem situations to identify causes, gather and process relevant information, generate possible solutions, and make recommendations and/or resolve the problem.

DESCRIPTION OF THE WORKING ENVIRONMENT

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with different abilities to perform the essential functions.

While performing the duties of this job.

- Employees must be able to stand, walk, reach with hands and arms, climb or balance, stoop, kneel, crouch or crawl, talk and hear, and taste or smell.
- Employees are regularly required to sit, work on computer; think clearly, and communicate effectively
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust your focus with good hand-eye coordination.
- Maintain emotional control under stress and work with interruptions and deadlines
- Employees must occasionally lift or move up to 50 pounds.

ENVIRONMENTAL FACTORS

Occasional exposure to biological hazards (communicable diseases, bacteria, insects, mold, fungi, etc.) Occasional exposure to weather related conditions when working in outside environment, neighborhoods, and events.

TRAVEL

Travel is primarily local during the business day, although some out-of-area and overnight travel may be expected.

TIMES WORK WILL BE PERFORMED

This is a full-time position. The agency's hours of operation are non-traditional and will vary based on office and program location and/or stakeholder requirements. Employees are asked to work the schedule that is best suited to the achievement of deliverables and stakeholder/funder requirements based on the agency's business hours, or as required by stakeholder and contractual requirements. While standard business hours (9am – 6pm M-F) apply, job demands often require availability during evenings and weekends, particularly during peak campaign seasons, major events, or critical planning periods.

Department-Specific High-Demand Periods

- Programs: One (1) week Spring Break, eight (8) weeks of Summer Camp, and the start of the school year (timing may vary slightly based on the annual school calendar)
- Mission Advancement (Fundraising and Communications): January, February, and March
- Operations: May and August

In Addition:

- Assigned work hours may change as the needs of the agency change.
- Prior approval from supervisor is required for all Paid Time Off (PTO) and overtime.
- Physical on-site presence, including regular attendance and punctuality, is an essential function of this position. Any changes or adjustments to your assigned work schedule or shift hours must be approved by your supervisor in advance.

Employees who work in an exempt position are paid on a salaried basis and are not entitled to overtime pay. **This position regularly requires long hours and weekend work.**

EQUAL OPPORTUNITY EMPLOYMENT

Girls Inc. of San Antonio is committed to upholding an inclusive work community that reflects the rich diversity of our girls, their families and caregivers, the community members we serve, and our geographic region. We prioritize using an equity lens to provide culturally responsive programming and resources to those with the least access, and value culture and difference in the office, our programs, and in the community. Through discussion, awareness, and practice, we commit to continuous improvement with the goal of every person in our community knowing the value of this commitment, embodying it, and bringing it to life.

Girls Inc. of San Antonio is committed to providing equal employment opportunities to all qualified applicants for employment and does not discriminate on the basis of race, political belief, religion, color, disability, national origin, ancestry, physical or mental disability, family medical history or genetic information, marital status, sex, gender or gender identity, gender expression, age, sexual orientation, military or veteran status, or any other factor not related to ability to successfully fulfill the requirements of the position. These protections extend to all management practices and decisions, including recruitment and hiring practices, appraisal systems, promotions, and training and career development programs.

Girls Inc. of San Antonio employees are also protected against retaliation. Consistent with federal laws, acts of retaliation against an employee who engages in a protected activity, whistle blowing, or the exercise of any appeal or grievance right provided by law will not be tolerated. Girls Inc. of San Antonio managers and supervisors are also reminded of their responsibility to prevent, document, and promptly correct harassing conduct in the workplace.

OTHER DUTIES

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job or to require that different tasks be performed as assigned. Duties, responsibilities, and activities may change at any time with or without notice. Nothing in this job description forms or is intended to form a contract of employment.

I have read and understand the requirements of this position with Girls Inc. of San Antonio

Employee:	Print Name:	Signature:	Date
Supervisor:	Print Name:	Signature:	Date