



## Chief Advancement Officer

### Position Description

#### About the Organization:

Incorporated in 1952, The Guild for Human Services' mission is to educate, encourage, and empower individuals with intellectual disabilities so they may achieve their full potential to lead high quality lives and participate meaningfully in society. The Guild's vision/philosophy is to create the conditions for people with intellectual disabilities to experience quality of life, including material and emotional well-being; deep interpersonal relationships and social inclusion; personal development and fulfillment; as well as self-determination, empowerment, and protected rights.<sup>1</sup>

The Guild for Human Services is the corporate sponsor of The Guild School, a licensed, residential, special education school; as well as youth residential services; and adult residential services.

- The Guild School: Located in Concord, MA, The Guild School educates female, male, and nonbinary students between the ages of 6 and 21 years diagnosed with mild to severe intellectual disability and co-occurring autism spectrum disorder, mental health challenges, complex medical profiles, and/or exposure to complex trauma. The majority of The Guild's students have difficulty with verbal communication, with one-third of the student population being nonspeaking communicators. All Guild students have challenging behaviors that could not be managed in less restrictive settings upon admission. The Guild School's goals are to teach students the skills needed to function with their greatest level of independence, with ample opportunities for students to demonstrate newly acquired abilities and behaviors in both controlled and community settings.
- Youth Residential Program: The Guild School's youth residential program is comprised of nine group homes located in residential neighborhoods in Bedford, Billerica, Watertown, and Waltham, MA. These homes emphasize family-style living, including single and double rooms; meal planning, grocery shopping and meal preparation; as well as housekeeping activities such as cleaning, dishes, and

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<sup>1</sup> In defining the concept "quality of life," The Guild relies heavily on the research of Robert L. Schalock et al. 2002. "Conceptualization, Measurement, and Application of Quality of Life for Persons With Intellectual Disabilities: Report of an International Panel of Experts," in *Mental Retardation*, 60(6): 457-470, December 2002.

chores shared by students and staff. Each home is distinct to reflect the needs and interests of the students who reside there. Leisure, athletics, and community activities are essential parts of daily living at all Guild residences.

- **Adult Residential Program:** The Guild's Adult Residential Program supports adults with intellectual and developmental disabilities, operating 12 residential homes in communities in Eastern Massachusetts. No two Guild adult residences are the same – each house’s location was selected based on the unique needs of the five adults who call the residence “home.” Some homes are located in busy neighborhoods and are a short walking distance from stores, community centers, places of worship and public transportation. Other homes are located in quieter neighborhoods on dead-end streets or cul-de-sacs with large fenced-in yards. Each Guild home provides residents with individualized care focused on community inclusion, implementation of Positive Behavior Supports (PBS), and increasing independence. All homes have clinical and nursing staff on call 24/7.

The Guild is a “qualified residential treatment facility” accredited by CARF International and leverages numerous evidence-based practices to support the safety and enrichment of students and residents, including the Attachment, Regulation, and Competency (ARC) trauma model; Positive Behavior Supports (PBS); Applied Behavior Analysis; and more.

To learn more about The Guild for Human Services, visit the website at [A Special Sense of Belonging | The Guild for Human Services \(guildhumanservices.org\)](https://www.guildhumanservices.org).

#### **About the Position:**

This is an exciting opportunity for a dynamic and entrepreneurial professional to lead The Guild for Human Services’ philanthropic revenue generation. Reporting to the Chief Executive Officer (CEO), the Chief Advancement Officer will be an integral member of The Guild for Human Services’ Senior Leadership Team and will work closely with other senior leaders. The Chief Advancement Officer (CAO) will lead the organization’s philanthropic revenue growth and build a comprehensive development program. The successful candidate will help forge new relationships to build The Guild for Human Services’ visibility, impact, and financial resources to provide the organization with unrestricted philanthropic support to complement its significant earned income.

The CAO will have primary responsibility for supporting and growing a \$42M annual budget through the solicitation of major gifts, corporate and foundation support, and introduce development strategies to maximize philanthropic support. The CAO will expand and diversify The Guild’s donor base and work to secure funding for new initiatives. The CAO is responsible for launching and executing The Guild’s major and leadership gifts program, focused on inspiring philanthropic support from high net worth individuals and families across the Commonwealth and the nation. In addition to developing and leading The Guild’s major and leadership gift strategy, plan and program,

the CAO is responsible for the cultivation of prospects, the stewardship of current and future funders, and the solicitation of donors to support annual operations or programs and future comprehensive or special campaigns. The CAO also is responsible for building The Guild's planned and deferred gift program, identifying and leveraging legacy gift opportunities. The CAO oversees The Guild's communications and marketing, with two dedicated staff members focused in this area.

The CAO works closely with the Board of Directors and supports their fundraising role and success. It is expected that the amount raised by The Guild will increase in future years as the CAO systematically and effectively strengthens the organization's overall fundraising capacity.

### **Responsibilities**

- Work collaboratively with the organization's leadership, including Chief Executive Officer Amy Sousa, the Board of Trustees, as well as other organization volunteers and staff.
- Collaborate with the senior staff team, as well as communications, program and operations staff to achieve the organization's annual and long-term goals.
- Actively work with the CEO, chief officers, and volunteer leadership to develop and implement a comprehensive development strategy and plan to leverage the generosity of individuals, families, foundations, and corporate donors
- Develop the strategy and plan, and then execute both, to attract significant philanthropic support from high net worth individuals and families in the Commonwealth and across the nation. Develop and implement a stewardship program aimed at cultivating deeper ties with donors. Leverage the potential of parents and family members of past and present Guild clients.
- Manage a portfolio of prospects and donors, cultivating, soliciting and stewarding relationships that will lead to an outstanding donor philanthropic experience for all Guild investors and increased support for The Guild's programs, operations and services.
- Identify leadership and major gift prospects, secure the research necessary to ensure successful engagement, introduce them to the Guild and invite their participation to advance the organization's goals.
- Track and manage the demographic and contact data necessary to steward a lifelong relationship.

- Build The Guild's legacy giving program, identifying and leveraging planned and deferred gift opportunities. Steward donor relationships to introduce them to and solicit legacy gift commitments.
- Serve as a representative and champion of The Guild for Human Services at community events and in other public settings.
- Oversee the development and execution of all proposals and foundation relations.
- Oversee research funding sources and trends, with foresight, to help position the Guild ahead of major funding changes.
- Monitor all donor information via The Guild's systems and database platforms; provide and present statistical analysis to board and senior leaders.
- Monitor and report regularly on the progress of the development program.
- As the development staff team grows in the future, identify, develop, and mentor the development team.

### **Qualifications**

- Bachelor's degree required; Master's preferred.
- 7-plus years of professional experience in a nonprofit organization; demonstrated success in a development function (creating and managing relationships with multiple donor sources).
- Experience with advanced fundraising systems and relationship management software.
- Demonstrated experience in budgets and managing people through a lens of diversity, belonging, inclusion, and equity.
- Demonstrable track record of personally identifying, cultivating, soliciting, and closing individual donors, corporations and foundations.
- A record of measurable results in organizing and implementing such activities as major gifts, annual funds, corporate and foundation giving, planned giving, direct response and special events.
- Demonstrated ability to work effectively with and quickly gain the respect and support of various constituencies, including board and staff members, donors, foundation and civic leaders; experience recruiting and organizing volunteers.
- A solid understanding of nonprofit/for-profit fiscal management, principles and best practices.
- Creative, resilient and strategic in approach

- A track record as an effective communicator; highly developed skills in writing and speaking; competence at crafting proposals, donor correspondence and other kinds of materials; receptive and responsive to feedback; the ability to communicate the program's mission and interests to a broad audience
- Ability to give and receive feedback as a tool for growth.
- Flexible and adaptable style; a leader who can positively impact both strategic and tactical fundraising initiatives.
- High energy and passion for The Guild's mission is essential.
- Desire and ability to work with individuals of diverse backgrounds.
- Strong organizational and time management skills with exceptional attention to detail.
- The ability to work independently and as a team player, to take initiative, and to manage multiple tasks and projects at a time.
- Outstanding customer service skills
- Passion for philanthropy and nonprofit work
- Work well under pressure to meet deadlines.
- Must meet Massachusetts Criminal Offender Record Information (CORI) background check requirements.
- Reliable transportation to primary worksite in Concord, MA as well as conferences and events.

## **Benefits**

While salary is a major component of compensation, Guild employees also receive a comprehensive benefits package that adds significant value to your annual salary. Our benefits package has been designed to provide you and your family with protection in the event of illness, injury, and the birth or adoption of a child, as well as to help provide for your retirement. Recognizing that everyone needs time off to relax, rest, and rejuvenate, we provide generous paid time off. And, because we take your career development seriously, we also offer a number of opportunities for educational assistance and career advancement.

The following are examples of some of the benefits that are offered to full-time employees:

- Generous Time off Package: 4 weeks' vacation; 8 personal days; 14 paid holidays; 8 floating holidays annually.
- Comprehensive Medical, Dental and Vision Plans. The Guild covers 85% of Medical and Dental Plans.
- Flexible Spending Accounts (health care and dependent care)
- Long Term disability Insurance
- Employer Paid Life Insurance and accidental death and dismemberment

- 403(b) retirement with a 3% employer contribution

### **Application Process**

**Interested candidates should send resume, cover letter and compensation requirements to:** Chuck Gordon, President and CEO, New Kensington Group, at [chuckgordon1979@gmail.com](mailto:chuckgordon1979@gmail.com).

All submissions are confidential. Applications will be accepted until the position is filled. Salary is commensurate with experience.

### **Equal Opportunity**

The Disability Right's Movement is comprised of people from all walks of life-every race, religion, gender identity, age, nationality, language, and ability. There is no singular profile or agenda that defines freedom for those with disabilities. Rather, the rights and oppressions of people with disabilities intersect with all others. Thus, The Guild must serve as a critical voice in the Disability Rights' Movement, just as we must advocate for the rights of all people in service to "our people."

As part of that effort, The Guild actively tracks and improves representative diversity across all levels of leadership. Currently, more than 80 percent of The Guild's staff identifies as people of color hailing from more than 24 nations of origin. Forty-eight percent of The Guild's leadership identifies as people of color.

The Guild for Human Services is an equal opportunity employer where people of all backgrounds can find a sense of belonging. **Candidates of color, bilingual and bicultural candidates, candidates with disabilities, and nonbinary candidates are strongly encouraged to apply.** If you are interested in working at a well-established, fast-paced and supportive organization committed to serving people with disabilities, please apply.