



CHIEF PHILANTHROPY OFFICER

COMPANY OVERVIEW

Community Builders of Kansas City (CBKC) is Kansas City's largest urban core developer. Our vision is simple: we strengthen families and transform communities. A 501(c)(3) and not-for-profit community development corporation, we work within the neighborhoods we serve, to build meaningful relationships, and act as community convener, facilitator, and resource for services. Since 1991, CBKC has invested more than \$300 million in urban redevelopment, and we are actively striving to make an even greater impact by serving more communities. We consistently earn the recognition and respect of our national community development peers and produce award-winning projects that change a community's landscape by igniting and fueling equity, access, opportunity and advocacy.

POSITION SUMMARY

The Chief Philanthropy Officer is a professional who is energetic, up-beat, and possesses a "can-do" attitude and is eager to join our entrepreneurial community development team. The Chief Philanthropy Officer will work under the supervision of the President/CEO, to develop and implement a strategic fundraising plan crafted to expand CBKC's philanthropic, corporate and government funding sources, nationally. CBKC is looking to expand its network of funders outside of its homebase of Kansas City.

PRIMARY ACCOUNTABILITIES

Fundraising

- Collaborate with the President/CEO to define, establish and implement a sustainable fundraising strategy designed to capture a diverse collection of revenue sources, including grants, contracts, sponsorships, earned revenue, etc.
- Identify potential national, regional, and local prospects for new funding
- Collaborate with the President/CEO to develop and manage key funding relationships.
- Identify and prospect contracting opportunities with the City of Kansas City, Missouri, the States of Kansas and Missouri, and federal agencies.
- Develop other resources necessary to support CBKC's mission and strategic pillars.

Grant Writing and Reporting

- Build professional relationships with internal and external stakeholders and successfully communicate verbally and in writing
- Collaborate with the CBKC staff to envision, draft, and submit grant and contract proposals
- Track, draft, and submit grant and contract reports
- From idea to implementation, creatively cultivate corporate visions and inventively translate those visions into materials and presentations for donors and funders
- Liaise with other staff to report CBKC's accomplishments and activities

Development

- Construct, articulate, and implement CBKC's annual strategic plan
- Monitor and report regularly on successes, challenges, and improvement strategies
- Perform other duties as assigned

ESSENTIAL FUNCTIONS/ KEY COMPETENCIES

- Business operations skills and financial acumen needed to define problems, collect data, establish facts, and draw valid conclusions
- Proven experience cultivating existing and new donor relationships, on a national platform
- Exceptional communication skills, both written and oral

- Ability to work independently and in a highly collaborative, team environment
- Ability to take initiative, problem-solve, and think strategically
- Ability to set, manage, and meet multiple deadlines simultaneously, and pivot, to respond to changing demands
- Comfortable interfacing with and presenting to potential and existing funders, executives, government agencies, and political officials, including in a public forum
- Demonstrate willingness to deal with difficult subjects for the benefit of CBKC
- Ability to travel throughout the region and the country

POSITION REQUIREMENTS

EDUCATION

- Bachelor's degree required plus advanced degree and 6-8 years relevant experience; Certified Fund Raising Executive (CFRE) or Association of Fund Raising Professional (AFP) designation a plus

EXPERIENCE

- Demonstrated experience in working with diverse groups of stakeholders, presenting information, and facilitating contentious discussions
- Demonstrated ability to multi-task, managing time and workload
- Demonstrated knowledge of philanthropy, fundraising and grant writing