



The Lincoln Center for Family and Youth  
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## JOB DESCRIPTION: CHIEF DEVELOPMENT OFFICER

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**Title:** Chief Development Officer

**FLSA:** Exempt

**Reports To:** Chief Executive Officer

**Organization Summary:** The Lincoln Center for Family and Youth (“TLC”) is a social enterprise company serving the Greater Philadelphia Area for over 50 years. Founded in 1970 and incorporated in 1983, TLC is an entrepreneurial nonprofit providing innovative education, coaching, and counseling services to public school students and their families. For more information, please visit <https://TheLincolnCenter.com>

**Position Summary:** As a member of the senior executive team, the Chief Development Officer ensures the development and success of the company by instilling a culture of philanthropy, coordinating fund development, contributing to strategic planning, and addressing development issues within the organization.

**Duties & Responsibilities**

- Foster a culture of philanthropy and ensure that fund development is executed in keeping with the organization's vision, mission, and values.
- Create an annual development plan that aligns with the organizational annual business and long-term strategic plan.
- Formulate short and long-term goals concerning the fundraising efforts of the organization.
- Develop actionable strategies and tactics for meeting and exceeding those goals through individual solicitation, corporate and foundation grants, and special events.
- Qualify donor prospects; assess capacity, project interests and inclination.
- Create and implement a donor cultivation and solicitation plan including a timeline of proposals.
- Steward and maintain relationships with major donors by responding to their inquiries, keeping them apprised of recent events with the organization, showing the progress and impact their donations have made possible.
- Coordinate school visits, tours, events, and meetings.
- Work with attorneys, CPA’s, and other allied professionals when planned or blended gift opportunities arise.
- Collaborate with Chief Financial Officer to establish and implement EITC and OSTC programs.
- Raise awareness of the organization and its primary goals through outreach efforts, regular events in the community, publications, and media relations.
- Publish regular updates on major events and success of the organization.

- Develop new and potentially lucrative revenue streams for expansion of the organization’s fundraising efforts.
- Track revenue and fundraising trends, then use the information to predict future opportunities for expansion efforts and avoid any downtrends in individual, corporate or foundation gifts.
- Establish performance measures, monitor results, and evaluate the efficacy of the fund development program.
- Maintain accountability and ensure compliance with all regulations and laws, as well as the code of ethics for fundraising professionals.
- Keep abreast of developments in philanthropy and fund development informing leadership and the board of pertinent information and applying learnings to advance the TLC fund development program.

**Skills & Knowledge:**

- Five years of experience in successfully raising annual and major gifts from individuals, corporations, and foundations.
- Must possess strong business knowledge and ability to think in a variety of business environments.
- Must have strong interpersonal skills and ability to work with a wide variety of potential donors and supporters.
- Ability to make independent decisions and eagerness to collaborate with others.
- Must exercise exceptional time management skills and be able to meet fundraising deadlines.
- Public speaking skills are required for speeches at fundraising events, presentations to donors on recent achievements, and meetings with members of the board.
- Must be able to inspire trust and camaraderie in employees and potential donors alike.
- Must demonstrate knowledge of development strategies, social media campaigning, and public relations.
- Working knowledge of fundraising best practices and willingness to attend educational conferences and seminars to stay current on trends in independent schools and associated fundraising.
- Strong applied knowledge of fundraising tools and technology, including donor databases, online campaign resources, and donor research.
- Exceptional writing and communication skills.
- Must be able to motivate a team to action and keep order amongst competing interests.

**Education & Experience:**

- Bachelor’s degree required. Master’s degree recommended in nonprofit management, business administration, public administration, community development, public policy, or related field.
- Must have at least five years’ experience in fundraising, sales, business development, or related discipline.
- Must have demonstrated history in leadership, project management, public relations, group facilitation, and/or event planning.
- Certified Fund Raising Executive (CFRE)<sup>®</sup> designation a plus.

**Other Duties:** 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. Duties, responsibilities and activities may change at any time with or without notice.

**Work Environment:** Time will be divided between office meetings with staff within the organization and meeting with potential donors.

**Work Hours:** Must be able to work weekends and nights for fundraising events. Must be willing to work long hours to reach fundraising deadlines.

**Travel:** Must be willing to travel to meet with potential donors wherever they may be.

**EEO Statement:** TLC is committed to a policy of Equal Employment Opportunity and does not discriminate on any legally recognized basis, including, but not limited to, race, age, color, religion, sex, marital status, national origin, citizenship, ancestry, physical or mental disability, veteran status, or any other basis recognized by federal, state or local law.