

SUMMARY

The Chief Advancement Officer (CAO) is a senior executive leader responsible for designing, executing, and sustaining a comprehensive advancement strategy that advances the institution's mission, vision, and long-term financial sustainability. The CAO oversees all philanthropic, alumni, and external engagement functions, including major and principal gifts, annual giving, corporate and foundation relations, planned giving, alumni relations, donor stewardship, advancement communications, and campaign strategy.

As a member of the executive leadership team, the CAO partners closely with the President, Foundation and EWCA Board of Governors, and the management team to cultivate a strong culture of philanthropy, build enduring donor relationships, and secure transformational support for current and future institutional priorities.

MAJOR DUTIES

Strategic Leadership & Organizational Advancement

- Develops and implements a multi-year fundraising strategy that is inclusive of diverse revenue streams - including foundations, corporations and individuals. Identifies significant policy issues that can be leveraged and integrated into the strategic plan.
- Partners with the President and the Board to design and set annual fundraising priorities related to the Center's strategic priorities and programmatic goals. Serves as a strategic advisor on philanthropic trends, campaign readiness, donor strategy, and external relations.
- Advances a culture of philanthropy across the Center, engaging staff, leadership, and board members as effective ambassadors and fundraisers.

Fundraising & Revenue Generation

- Collaborates with both internal and external colleagues to research and identify philanthropic opportunities within existing organizational relationships and professional networks, and to identify new prospective corporate and foundation funders, with an emphasis on local, domestic, and international foundations.
- Creates and manages cultivation, solicitation, and stewardship strategies for the most promising corporate and foundation prospects, partnering with Center leadership and key staff as relevant.
- Provides direct leadership for all major, principal, and transformational gift fundraising events. Leads the planning and execution of fundraising campaigns, capital initiatives, and other special projects as assigned.
- Oversees the creation and management of a philanthropic grants process, inclusive of grant application drafts and submissions, post-award reporting, and stewardship for current and prospective grant-related funders.
- Performs monthly revenue reconciliations to ensure financial accountability and provide progress updates to the management team, executive leadership, and the Board(s).
- Develops and maintains appropriate metrics on fundraising goals, KPIs, and performance metrics to ensure sustainable revenue growth.



Alumni Engagement & External Communications

- Collaborates with the Director of Alumni Engagement to develop and implement a comprehensive strategic plan for alumni programs and its international network. Oversees alumni programs and events that contribute to the Center's mission and expands its substantive outreach in the region.
- Attends alumni chapter meetings and conferences to build and maintain a broader base of referral relationships and services for alumni while identifying opportunities to increase chapter memberships and participation.
- Oversees the development and publishing of social media posts, alumni e-newsletter articles, and other marketing activities in collaboration with CER and alumni chapters.
- Serves as a spokesperson and representative for the Center across its external communities by working with key officials and representatives to promote a positive view of and maintain support for the Center.
- Collaborates with CER to create videos and marketing materials that excite and engage the Center's constituents and global communities.

Board Engagement

- Prepares presentations and reports for the respective Boards (EWCF, EWCA, Board of Governors) and executive leadership.
- Identifies opportunities to enhance Board confidence and impact in fundraising conversations.

Operational Leadership & Personnel Management

- Oversees the workflow and maintenance of internal systems that increase transparency and integration of data across the organization. This includes evaluation of existing technology and tools, such as CRM and the alumni database.
- Oversees all personnel actions within Advancement including the recruitment, evaluation, promotion, and renewal of program staff. Supervises the work of direct reports and provides appropriate leadership and direction for the execution of daily operations.
- Establishes performance goals and maintains positive working relationships within their team(s) to maintain operational efficiency and optimal performance.



REQUIRED QUALIFICATIONS

Education & Experience – a graduate degree and at least seven (7) years of progressively responsible experience in advancement, fundraising, or external relations; or a combination of post-high school education, training, and directly related experience which totals at least ten (10) years. Experience should reflect demonstrated success in securing major and principal gifts, leading comprehensive fundraising campaigns, managing diverse advancement functions, and partnering with senior leaders and boards in a shared governance environment. Experience should also include at least two (2) years of supervisory experience demonstrating the ability to motivate, resolve conflict, plan, organize and delegate the work of others in a unionized work environment.

Communication – Possesses strong written and verbal English communication skills and can effectively speak and interact with people of diverse backgrounds and abilities in person, on the phone, and in digital environments.

Demonstrated Ability – To organize and carry out assignments by independently determining applicable regulations and procedures and appropriately applying policy and administrative directives; to apply sound judgment and analytical skills in making recommendations related to administrative matters; to maintain a high level of accuracy in working with numbers and other detailed matters; to communicate effectively both verbally and in writing; to work cooperatively and effectively with people of diverse backgrounds; to appropriately handle confidential material; to work effectively in a highly non-routine environment; to effectively handle numerous complex details; to set priorities and work under pressure; to adjust work operations within available resources; to anticipate and solve problem situations; to work independently; and to adapt to changes and exercise initiative and good judgment in dealing with a variety of situations.

Knowledge – Of office practices and recordkeeping procedures; of office machines and equipment including computers, printers, projectors, and other emerging technologies; high proficiency with Microsoft Word and Excel, Adobe, Acrobat Pro, or equivalent office computer applications; proficiency with Google suite, Microsoft 365, or other work sharing platforms; of meeting software such as Zoom and Skype.

Physical Requirements – Able to sit, walk or stand for extended periods of time; dexterity of hands and fingers to operate a computer keyboard, operate standard office equipment, and use a phone; see and read a computer screen and printed matter with or without vision aids; read and understand rules and policies, labels, and instructions; and to hear, speak and understand speech at normal levels and on the telephone.

Travel Requirements – this position requires the candidate to be able and available for occasional in-state, national, and international travel to support program needs. The incumbent must be able to drive or arrange for alternative transportation as needed.



EAST-WEST CENTER CHIEF ADVANCEMENT OFFICER

PREFERRED QUALIFICATIONS

- Familiarity with advancement data analytics, CRM systems, and fundraising technology platforms.
- Active participation in professional advancement organizations (e.g., CFRE, CASE, AFP)
- Previous Grants Management experience
- Familiarity with endowment or trust management and investment governance
- Previous non-profit experience, ideally with exposure to higher education or mission-driven organizations

SUPERVISION

This position works under administrative direction of the President and liaises with the EWCA and Foundation Boards. The incumbent is expected to exercise sound independent judgement and direction in completing its objectives and goals.

The position also oversees the Advancement unit and provides direct supervision to applicable positions in support of their managerial role(s). The position may also provide occasional guidance and direction to program staff and may assist or hold direct responsibility in supervising student assistants and other personnel assigned to the Advancement unit.

Target Annual Salary: \$240,000 - \$260,000

For detailed information, please visit <https://www.inkinen.com/ewc-cao>