**CHIEF EXTERNAL RELATIONS OFFICER**

**JOB ANNOUNCEMENT**

**ABOUT US:**

### **We're on a mission: *To Heal. To Teach. To Empower. To Amaze.***

**The Children’s Institute of Pittsburgh is a century-old success story with new chapters written every day that have allowed us to grow and evolve since 1902. More than a century later, we remain rooted in phenomenal care and innovative practices. Our progress is evident in how we continually adapt to the changes in the world around us to best address the needs of individuals with special needs and their loved ones.**

***Amazing Kids. Amazing Place.* At The Children’s Institute of Pittsburgh, we’ve built our legacy on being “amazing.” After more than a century of the highest quality care and service to children and their families, we’re forever proud of our team members who don’t just make a career here – they make a difference.**

**IF YOU:**

* **Have successfully resourced an organization to increase its impact;**
* **Are an experienced, strategic, and results-oriented fundraising and marketing professional who has led teams to increase charitable giving and constituent engagement;**
* Are entrepreneurial and have **experience in building, leading, and managing a small but effective team, including volunteers, and external partners;**
* **Have been responsible for a significant organizational capital campaign that had successful results;**
* **Are comfortable both formulating and executing a holistic fundraising and marketing strategy for an organization;**
* **Love big ideas and want to know that your work will have a lasting impact on our region;**
* Are energetic, flexible, self-starting team player with a direct, honest and respectful approach to problem solving, and with the ability to foster collaboration and contribute to a strong sense of community among staff, board and colleagues outside of The Children’s Institute; and
* **Are a creative risk-taker who doesn’t do anything just because that’s the way it’s always been done…**

**then you want to be our Chief External Relations Officer!**

**KEY RESPONSIBILITIES:**

The CERO will develop, coordinate, and lead The Children’s Institute’s Institutional Advancement team in creating and executing a comprehensive fundraising and marketing strategy that enables the organization to be nimble in an ever-changing marketplace and reflects the institution’s history and traditions while inspiring and engaging our constituencies. Reporting to the CEO and directly managing three directors on the Institutional Advancement team, the CERO is a collaborative member of the senior leadership and executive leadership teams.

In addition, the CERO will be expected to report regularly to the board and other stakeholders on fundraising and marketing work and progress. Other responsibilities include, but are not limited to, the following:

* Fundraising and Marketing
	+ Oversees all fundraising from individuals, community groups, foundations, corporations, and government.
	+ Increases donor support by identifying, cultivating, soliciting, and stewarding existing and new donors.
	+ Oversees all organizational marketing and communications, including branding, with internal and external audiences.
	+ Oversees the development of an annual marketing plan that focuses on the mission and enhances The Children’s Institute’s image in the community.
	+ Oversees the execution of fundraising and donor stewardship events.
	+ Stays current with issues and trends in fundraising and marketing and makes recommendations for implementation to the CEO.
	+ Has primary leadership for any organizational capital campaigns.
	+ Maintains confidentiality pertaining to client, administrative, and donor information.
	+ Manages organizational resources effectively.
* Leadership and External Relations
	+ Serves as the organizational liaison, along with the CEO, to lobbyists to federal, state and local elected officials and tracks legislative issues (healthcare, education and social services) that involve the organization.
	+ Represents the organization to the external community, as requested by the CEO.
	+ Works with The Children’s Institute’s Board of Directors to elevate fundraising and promote marketing opportunities.
	+ Works with The Children’s Institute’s Planning and Institutional Advancement Committees within the Board to elevate engagement in Institutional Advancement activities.
* Internal Collaboration
	+ Creates an organization-wide culture of philanthropy.
	+ Coordinates closely with and participates robustly in the Senior Leadership and Executive Leadership Teams.
	+ Supports the CEO in strategic planning efforts.
* Institutional Advancement Team Infrastructure
	+ Directly supervises Director of Marketing and Magic, Director of Government Relations, and Director of Development.
	+ Works closely with the full Institutional Advancement Team, which includes Development and Marketing. Additional team members include Marketing and Communications Manager, Outpatient Liaison, Development Systems and Prospect Research Coordinator, and Annual and Community Giving Coordinator.
	+ Develop and manage budgets, metrics, goals, and policies.
	+ Refine office systems to support all development and marketing projects and operations as appropriate.
	+ Oversee the management of institutional archives and IA databases including historic and current records and files.

**ADDITIONAL QUALIFICATIONS AND SKILLS:**

* Bachelor’s degree is required, graduate degree or CFRE is encouraged.
* A minimum of 8-10 years of fundraising and marketing experience and a proven track-record of professional accomplishment, increasing responsibilities, and at least 2 years supervising staff is required.
* Passion for The Children’s Institute’s mission.
* Excellent writing skills, expertise in developing strategies for cultivation, soliciting and stewarding donors, and experience soliciting gifts.
* Excellent leadership, strategic thinking, and planning skills.
* Excellent interpersonal skills with ability to build relationships with internal and external stakeholders.
* Confidence and the ability to present information to internal and external constituents in a compelling way.
* Ability to thrive under deadlines, have strong project, time, and budget management skills, and be able to handle multiple tasks simultaneously without sacrificing attention to detail.
* Comfort working in a fast-paced, ever-changing, and entrepreneurial environment.
* Desire for and sensitivity to working with diverse communities across race, class, ability, ethnic, political, and geographic boundaries.
* Ability to assess and improve systems and processes to further the goals of the IA office.
* Experience building, leading, and managing teams in holistic fundraising and marketing strategies.
* Understanding of technology specific to fundraising and marketing.
* Availability for occasional evening and weekend work when necessary.

**COMPENSATION:**

We offer a competitive compensation package that reflect our organizational values, culture, and mission. Our workplace offers the opportunity to join us in meaningful and significant work, a supportive environment, and flexibility. A total compensation package will be offered, including health, dental, and disability insurance, paid vacation, and 403b plan and week as voluntary benefits.

**EQUAL EMPLOYMENT OPPPORTUNITY:**

The Children’s Institute of Pittsburgh is an Equal Opportunity Employer. We serve a diverse population of children and families, and we want our workforce to reflect that same diversity. We want all interested individuals to feel welcome in applying for a career at our amazing place – we can’t wait to meet you!

The Children’s Institute does not exclude, deny benefits to, or otherwise discriminate against any person on the basis of race, color, national origin, religious creed, AIDS or HIV status, disability, ancestry, age, gender, sexual orientation, gender identity or expression, genetic information, marital status, union membership, or veteran/military status in employment.

**Please email résumé and cover letter to:**

E-MAIL: Allison O’Malley, Talent Acquisition Specialist Allison.O’Malley@amazingkids.org

SUBJECT LINE: Chief External Relations Officer