



CHIEF ADVANCEMENT OFFICER Position Guide

The Daniel Murphy Scholarship Fund unlocks educational opportunities for talented Chicago-area students facing financial need. We partner with Scholars, families and schools through high school and beyond by providing scholarships, academic programs and personal support so that each Scholar can reach their potential.

ABOUT THE DANIEL MURPHY SCHOLARSHIP FUND: WWW.DMSF.ORG

The Daniel Murphy Scholarship Fund (DMSF) ensures that financial constraints do not hinder a young person's ability to obtain a quality education. DMSF creates three-way partnerships between college preparatory high schools, families of Chicago students, and DMSF. Through these partnerships, young people who traditionally have very little choice in matters of education receive the opportunity to attend a high performing high school, participate in extracurricular activities, benefit from honors and accelerated high school classes, and take advantage of DMSF's educational support services and programs. By giving Scholars the opportunity to attend college preparatory high schools and succeed in high school and beyond,, DMSF seeks to have an life-altering impact on the lives of our Scholars, their families, and their communities.

DMSF has served Chicago-area students and their families for 34 years. Since the first four scholars began high school in 1990, more than 3,000 students have entered high school as Murphy Scholars. DMSF now awards 160 new scholarships each year. 100% of Scholars graduate high school, 97% matriculate to college, and 87% graduate from college within six years. DMSF currently serves 500 Scholars across 65 partner schools.



Murphy Scholars need support beyond financial aid to complete a rigorous high school education. To meet the complex and individual needs of students, DMSF implements, oversees and continually adjusts programming to respond to Scholar's academic and social challenges. DMSF's supportive programming begins before Scholars enter high school and continues until they graduate. Support features five core programs: Summer Bridge, Mentoring, Tutoring, College Counseling, and Summer Opportunities. DMSF's objective is to do everything possible to guarantee the success of its Scholars through continuous individualized analysis of progress, customized access to support, and intervention when appropriate.

DMSF supports talented students who demonstrate academic and leadership potential, whose families demonstrate financial need. Murphy Scholars reflect the diversity of the City and identify as:Latinx

(48%), African American (35%), Caucasian (5%), Asian American (4%), mulit-racial (7%) and other identities (1%). The median family income is \$37,800 and 67% are the first in their families to attend college.

DMSF is an independent nonprofit organization, governed by a committed Board of Directors, which actively seeks all of its support from individuals, foundations, institutions and corporations. The annual budget is \$5.3 million and the organization's endowment exceeds \$9 million.

THE CHIEF ADVANCEMENT OFFICER

The Chief Advancement Officer will report to the Executive Director In collaboration with the Board and senior leadership, the Chief Advancement Officer will refine and implement a strategic fundraising plan that guides all aspects of the organization's fundraising, including optimal staffing. The plan will focus on a relationship-based major gifts program, expanded communications, and marketing to enable the organization to meet the goals of its upcoming strategic plan and 35th anniversary.



The successful candidate will expand the culture of philanthropy at DMSF and continue to build a comprehensive development program that meaningfully engages existing donors and attracts new supporters. This leader will work with the Executive Director to hire additional development staff, establish clear internal policies and procedures, and set measurable short- and long-term goals and metrics to evaluate achievement. They will also develop a multi-channel communications plan to increase the visibility of DMSF and attract new support.

A successful Chief Advancement Officer candidate will be accomplished in major gift fundraising and in the implementation of a strategic relationship management system. They will carry a portfolio of donors and lead a team of five full-time staff as they champion all fundraising and development operations.

RESPONSIBILITIES

The Chief Advancement Officer will have the following primary responsibilities:

- Develop a comprehensive operating plan for fundraising and communications, which includes a formalized approach to major gifts and expanded communications activity for the organization.
- Build personal, philanthropic relationships with individual donors and prospects that inspire greater giving and engage new supporters while using strategic relationship management practices to track the activity.
- Develop and manage the Board fundraising strategy, educating Board Members about the role Board Members play and supporting their engagement.
- Serve as a liaison to the Development Committee of the Board.

- Represent DMSF to the philanthropic and civic community as an ambassador in public and private settings.
- Supervise members of the development and marketing & communications staff and outside consultants who are responsible for existing fundraising activities, including:
 - Annual Appeals, which includes mailings that reach a donor base of more than 10,000 individuals.
 - Institutional giving, which includes management of the grant application process.
 - Fundraising and stewardship events, including the annual Golf Classic and Associate Board events.
 - Development-related communications, such as newsletters, press releases, annual reports, appeal letters and other communications to advance fundraising efforts.
 - Maintain the website and social media channels.
 - Manage donor information, acknowledgement processes, and tracking systems.
- Create and assign donor portfolios for fundraising staff and meet regularly with the development team to evaluate and refine cultivation and solicitation strategies.
- Maintain and improve development systems that include tracking for individual, foundation and corporate giving and expanded use of the Raiser's Edge donor management system.
- Establish measurable goals and metrics for fundraising activities and results in order to gauge effectiveness.
- Be an active member of the organization's leadership team and serve as an exemplar for the organization and staff.

QUALIFICATIONS

- Bachelor's degree.
- An accomplished record of major gift cultivation and solicitation.
- A minimum of 10 years of professional development experience, including proven success leading, managing and retaining a high-performing development team. Experience in capital campaigns is an advantage.
- Experience building trust and rapport with boards and volunteers, effectively inspiring and supporting new levels of engagement with fundraising activities.
- A positive and authentic approach to relationship-building that inspires long-term financial support and a genuine investment in improving the lives of Murphy Scholars.
- A high degree of initiative, energy and attention to detail; the ability to manage multiple priorities, simultaneously.

APPLICATION

Interested candidates can apply [here](#). Please reach out to info@dmsf.org with any questions.