



Job Description: *Chief Philanthropy Officer (CPO)*

Department: Development

Reports To: President & CEO

Introduction

Community Volunteers in Medicine (CVIM) is seeking an inspiring, strategic, and relationship-driven Chief Philanthropy Officer (CPO) to help lead the next chapter of growth for one of the region's most respected nonprofit healthcare organizations.

At a pivotal moment in CVIM's history, this role offers a rare opportunity to build on more than 28 years of philanthropic excellence and community trust. With the successful completion of a transformational **\$23 million multi-year comprehensive campaign**, sustained annual giving of more than **\$6 million**, and a deeply engaged donor and volunteer community, CVIM is positioned for continued growth, innovation, and expanded impact within the communities we serve.

The Chief Philanthropy Officer will join a mission-driven organization with a compelling case for support, a passionate donor base, an experienced development team, committed Board leadership, and a strong culture of service. This is an opportunity for a visionary philanthropy leader to shape and implement a forward-looking strategy that deepens donor relationships, expands community partnerships, strengthens stewardship, and advances CVIM's long-term sustainability.

The CPO will serve as both a strategic architect and a hands-on relationship builder, bringing sophistication, creativity, and authenticity to CVIM's fundraising efforts. This leader will be skilled in developing fundraising systems and strategies, inspiring teams, engaging donors, and building meaningful partnerships with individuals, corporations, volunteers, and community stakeholders.

For the right leader, this role offers far more than professional advancement. It is an opportunity to make a lasting difference in the lives of thousands of uninsured individuals and families throughout Chester County and the surrounding region by ensuring access to free, high-quality, compassionate healthcare.

Job Summary

The Chief Philanthropy Officer is a key member of the Executive Leadership Team (ELT) responsible for advancing a comprehensive, sustainable philanthropy strategy that ensures long term financial strength and growth of CVIM. Reporting to the CEO and working with key staff members and the Board of Directors, the CPO is responsible for all fundraising, marketing and communications activities. They will create and execute an annual development plan to achieve short-term and long-term financial growth goals. The position will manage and motivate the development team and with them identify, cultivate, solicit and expand the number of prospects and donors along with raising the awareness and visibility of

CVIM. The CPO will work closely with the Board of Directors and Development & Finance Board Committees helping them sustain an organization wide culture of philanthropy, expand and diversify revenue streams, and position CVIM for sustainable growth and impact for the community.

About CVIM:

Community Volunteers in Medicine (CVIM) is a free healthcare center providing high-quality, comprehensive, and compassionate healthcare to low-income uninsured workers and their families. Based in West Chester, PA, we work to address health disparities in the local region. Our workforce includes a core group of paid staff and hundreds of skilled volunteers. We work together in a welcoming, positive and collaborative environment to meet community needs and deliver patient-centered care. Our success relies on philanthropy, volunteerism, and community partnerships. CVIM is 100% donor funded and volunteer powered to advance our mission to serve the community.

CVIM provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, and any other characteristic protected by federal, state or local laws.

Key Responsibilities

Strategic Leadership & Board Development

- Develop and execute a multi-year philanthropy strategy aligned with CVIM's strategic plan and growth priorities.
- Advise the CEO and partner with the Executive Leadership Team (ELT) to develop collaborative, cross-functional priorities, execute aligned strategies, and lead organizational culture.
- Embed a culture of philanthropy as a shared responsibility.
- Partner with the CEO and board leadership to strengthen board engagement in fundraising, stewardship, and external relationship development.

Philanthropy/Fundraising

- Lead the evolution of CVIM's philanthropy model, including major giving, annual giving, foundation partnerships, donor events, stewardship, planned giving, and emerging revenue opportunities.
- Manage the development infrastructure, systems, accountability measures, and performance metrics that support long-term sustainability and growth.
- Partner with leadership to develop and promote CVIM's case for support
- Manage and grow a portfolio of high-net-worth donors and prospects
- Build and manage the cultivation of a donor pipeline
- Identify and develop next-level, multi-year grant opportunities and business partnerships.
- Develop new and inclusive fundraising strategies that inspire every generation to participate.

Team Leadership

- Recruit, develop, and lead a high-performing development team capable of supporting CVIM's philanthropic revenue model. (Direct reports include Development Director/Major Gift Officer, Events and Stewardship Manager, Database Manager, Marketing and Communications Manager, and part-time Grants Manager.)
- Provide coaching, mentorship, and professional development opportunities to team members.

- Drive a culture of accountability, operational excellence, continuous improvement, and shared ownership of results.

Marketing & Communications

- Provide strategic leadership for marketing and communications efforts that elevate CVIM's visibility, reputation, and community impact.
 - Partner closely with the Marketing & Communications Manager and the Marketing Committee to develop and implement an integrated, mission-aligned annual communications strategy supporting the new strategic plan.
 - Supervise and support the Marketing & Communications Manager to advance organizational storytelling, brand management, media relations, donor communications, government relations, and community engagement initiatives.
 - Help strengthen CVIM's external profile through strategic partnerships, thought leadership, storytelling, and community visibility opportunities.
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Qualifications

- **Education:** Bachelor's degree required; advanced degree and/or CFRE preferred
 - **Experience & Skills:**
 - Minimum of 10 years in nonprofit fundraising with demonstrated ability to drive growth
 - Strong background and success managing all aspects of fundraising including annual giving, major gifts, foundations, corporate relations, and planned giving.
 - Minimum of 5 years of experience managing people.
 - Experience partnering effectively with executive leaders, boards, and cross-functional leadership teams.
 - Strong strategic thinking, planning, and execution skills.
 - Exceptional relationship-building and stakeholder management abilities.
 - Experience with marketing and communications including strategic communications, brand management, message development, social media, and donor communications
 - Willingness to effectively use and continuously learn emerging technology and data management tools, including artificial intelligence, to improve fundraising strategies, operational efficiency, decision making, and donor engagement.
 - Experience creating budgets and forecasting revenue.
 - Excellent written and oral communication skills with the ability to engage and inspire a wide range of audiences.
 - The ability to communicate and enforce the organization's mission, vision, values, policies, guidelines and practices adhering to a high standard of ethical conduct, integrity, and accountability.
 - Demonstrated ability to work collaboratively, delegate responsibility, and inspire, engage and motivate staff and volunteers.
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Hours and Location:

- Salary range: \$170,000 to \$190,000
- Standard work week with availability for evening/weekend events
- Primarily onsite in West Chester, PA with flexibility

Physical Requirements:

- Ability to remain in a stationary position (sitting/standing) for extended periods.
 - Ability to move about the workplace to access files, equipment, and meet with staff.
 - Ability to operate a computer and other office equipment.
 - Ability to lift and move up to 25 pounds occasionally.
 - Ability to travel between CVIM workplace and meetings/events in the community.
 - Must be able to perform essential job functions with or without reasonable accommodation.
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