



Chief Advancement Officer

Position Summary

The Chief Advancement Officer (CAO) is a frontline fundraiser responsible for managing and growing a portfolio of high-impact donors and identifying new prospective supporters who can help advance Gift of Adoption's mission. This role blends relationship-building, strategic outreach, and thoughtful stewardship to inspire transformational giving. The CAO is a key ambassador for the organization, engaging individuals who have the passion and capacity to ensure more children achieve the stability and love of a permanent family. In addition, the CAO hire will have a meaningful opportunity to expand his/her role and leadership impact at Gift of Adoption. It is the hope of the CEO and senior team that the individual hired will successfully transition into the CEO role over the next several years, as part of the strategic growth plan and formal succession planning of the organization.

Reports to: Chief Executive Officer

Location: Remote/Hybrid (with periodic travel), Chicagoland area or Great Lakes region preferred

Status: Full-Time (40 hours), Exempt

Key Responsibilities*

Donor Portfolio Management & Cultivation

- Manage a portfolio of ~200 major gift prospects and donors with the capacity to give \$20,000+ annually and/or in a multi-year gifts, or to make an endowed or planned gift to Gift of Adoption.
- Develop both giving programs and tailored cultivation and solicitation strategies that align donor interests with Gift of Adoption's donor-centered fundraising tenets, mission and funding priorities.
- Conduct regular donor meetings (virtual and in person), including discovery conversations, stewardship visits, and gift solicitations.
- Run reports and maintain timely and accurate documentation of donor interactions, strategies, and next steps.

Prospecting & Pipeline Development

- Identify, research, and qualify new prospective major donors through networking, outreach, and partnership with board, chapter volunteers and key community stakeholders.
- Build a robust pipeline of future major gift prospects by engaging mid-level donors, event attendees, and mission-aligned individuals.
- Collaborate with colleagues to leverage data and optimize donor segmentation and targeting.



Solicitation & Stewardship

- Create and execute individualized solicitation plans to secure annual, multi-year, campaign, endowed and planned gifts to further GOA's capacity building and grant award goals.
 - Deliver exceptional stewardship to deepen donor connection, retention, and lifetime value.
 - Lead and participate in planning donor events, marketing programs, briefings, and gatherings designed to attract and retain high-impact supporters.
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Qualifications

- 15+ years of experience in major gifts, individual giving, or related nonprofit fundraising.
 - Demonstrated success securing gifts of \$50,000+ and managing a relational donor portfolio.
 - Comfort navigating high-net-worth environments with professionalism and authenticity.
 - Exceptional interpersonal, relationship-building, and storytelling skills.
 - Self-starter with excellent organizational skills and the ability to meet deadlines and manage competing priorities.
 - Personal work character that aligns with GOA's core values: honor, amplify and be scrappy.
 - Ability to travel regionally/nationally as needed.
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Compensation & Benefits

Gift of Adoption Fund offers a highly competitive compensation plan to commensurate with the qualifications and experience of the individual selected, in the range of \$120,000 - \$150,000. GOA employees enjoy a comprehensive benefits program including medical, dental, life insurance, and long-term disability insurance. A 401(k) Plan is available to save for retirement with an employer match. Our vacation, holiday, and leave of absence policies prioritize work-life balance for Gift of Adoption staff.

TO APPLY FOR CONSIDERATION: please send resume and cover letter to Shaneetra Gross, Chief Administrative Officer, at sgross@giftofadoption.org.

Gift of Adoption Fund is an equal employment opportunity employer and does not discriminate against any person because of race, color, creed, religion, sex, national origin, disability, age, genetic information, or any other characteristic protected by law. This nondiscrimination policy extends to all terms, conditions, and privileges of employment as well as the use of all company facilities, participation in all company-sponsored activities, and all employment actions. Gift of Adoption will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship.

**Please note that 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.*