



Chief Development Officer

Providence House

Brooklyn, NY

Salary: \$178,000 to \$218,000

The Organization

With more than 45 years of service, Providence House provides temporary housing for women who would otherwise be incarcerated, transitional shelter for families experiencing homelessness, and permanent supportive housing for individuals and families with complex needs. Its professionally trained staff of over eighty serves over 700 people each year, across eight locations in Brooklyn and one site in New Rochelle.

Providence House is a leader in helping individuals and families overcome housing instability, trauma, and involvement with the justice and homeless systems to gain independence and thrive in our community. The organization is renowned for its trauma-informed, gender-responsive, and client-centered approach to housing and supportive services. Programs include:

Women's Justice Program has a long-standing commitment to supporting women involved in the criminal justice system. Today, the program operates three congregate residences in Brooklyn serving distinct populations. With a 93% non-recidivism rate, it is among the most effective reentry programs in the nation.

Permanent Supportive Housing offers eighty-seven units of mixed-community housing, including permanent supportive and affordable housing units, serving families and single adults with histories of chronic homelessness, serious mental illness, and/or substance use disorder.

Learn more about Providence House here at www.providencehouse.org.

The Position

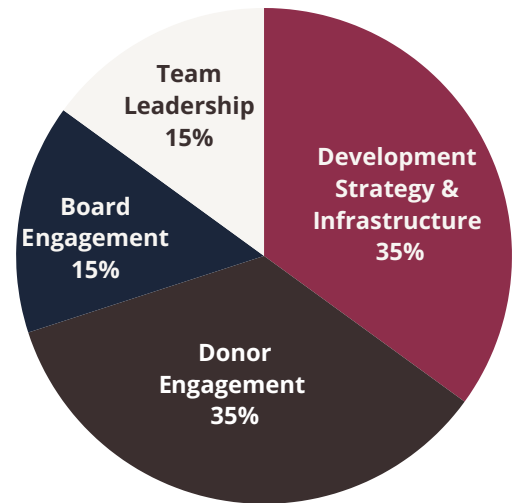
Providence House seeks a strategic and forward-thinking Chief Development Officer (CDO) to join the organization at a pivotal moment. With new leadership in place, Providence House is launching the Lexington Project, the first-ever purpose-build facility for women and gender-expansive individuals exiting incarceration.

Reporting to and partnering closely with the CEO, the CDO will be a key member of the senior leadership team, bringing invaluable perspective to strategic decisions and long-term planning. This leader will design and spearhead a comprehensive fundraising strategy, developing a plan to grow unrestricted private giving and diversify Providence House's funding portfolio. As the organization looks to the future, the CDO will build a more robust development infrastructure while partnering with the CEO to drive a capital campaign with a goal of \$2 million over 2 years in support of the Lexington Project. A successful CDO will bring in diversified revenue, build a high-performing team, successfully grow a major gifts program, and inspire confidence among staff and donors alike.



Development Strategy and Infrastructure

- Build Providence House's development infrastructure, including moves management, stewardship, pipeline management, and all systems needed to support a high functioning fundraising program
- Set and lead Providence House's overall fundraising strategy, in alignment with the organization's current operating needs and strategic goals
- Create annual fundraising plans, a development calendar, and build a major gifts program
- Partner with the CEO to shape and execute a capital campaign strategy in support of the Lexington Project, with a goal of raising \$2 million
- Oversee daily operations of the development office including gift processing, donor communications, and administrative policies and procedures
- Ensure accurate, timely data management across the development database
- Develop and manage the development department budget



Donor Engagement

- Identify and cultivate individual giving and major gift opportunities, with a focus on building the donor pipeline in Providence House's Brooklyn community, as well across New York City and Long Island
- Partner with the CEO and board to solicit major gifts, overseeing the crafting of proposals, tailored to each donor's interests and organizational priorities
- Build and manage a portfolio of 100 – 150 individual prospects; leading each relationship from identification through cultivation, solicitation, closing, and stewardship
- Oversee the application, tracking, and reporting processes for foundation and government grants
- Partner with the staff, board, and consultants, to produce a major fundraising event each fall, plus smaller events and receptions throughout the year
- Create regular fundraising status reports and monitor progress toward goals

Board Engagement

- Partner with board members to maximize fundraising outreach within their personal and professional networks
- Serve as staff liaison to Development Committee of the Board

Team Leadership

- Collaborate with leadership to ensure the development department has the structure and team needed to meet the organization's fundraising goals
- Lead and mentor the development team, fostering a culture of collaboration, accountability, and results



The ideal candidate for the Chief Development Officer position possesses the following competencies:

Builds Networks

Effectively builds formal and informal relationship networks inside and outside of the organization.

Persuades

Uses powerful and effective language to craft compelling arguments—gaining the support and commitment of others.

Strategic Mindset

Sees future possibilities and translates them into breakthrough strategies.

Drives Results

Consistently achieves results, even under tough circumstances.

Resourceful

Secures and deploys resources effectively and efficiently.

Builds Effective Teams

Builds strong teams with a loyal mission identification that apply diverse skills and perspectives to achieve common goals.

Additional Qualifications

- A passion for Providence House's mission and the ability to serve as an ambassador for the organization
- Experience leading a development department, overseeing individual gifts, events, grants, communications, and donor relations
- A demonstrated track record of building major-gift pipelines, managing donor relationships, and raising \$2M to \$2.5M annually
- A track record of moving high-capacity prospects through cultivation to secure major gifts
- Experience partnering with the CEO on major donor cultivation and solicitation
- Ability to conceptualize and communicate—both verbally and in writing—big ideas and related funding needs in a compelling way
- Experience building out development infrastructure and moves management processes
- Accomplished people manager with experience building, mentoring, and empowering a high-performing team
- Experience planning and executing a capital campaign is desired but not essential



Work Environment

The CDO position is full-time, salaried, and exempt. Standard working hours are weekdays from 9:00 a.m. to 5:00 p.m., with flexibility required for evening and weekend responsibilities as needed. This role may work remotely 1–2 days per week. The position is based at the organization’s headquarters in Brooklyn and requires regular travel throughout New York City and Long Island.

Commitment to Diversity

Providence House is committed to creating and maintaining a workplace in which all employees have an opportunity to participate and contribute to the success of the agency and are valued for their skills, experience, and unique perspectives. This commitment is embodied throughout agency policy, guides how the agency advances its mission, and is an important principle considered during agency management decisions.

Individuals with personal or professional experience with the justice system are strongly encouraged to apply.

Compensation and Benefits

Salary

\$178,000 to \$218,000

Benefits

Providence House offers a competitive benefits package designed to support your health, financial security, and work-life balance, including:

- Generous paid time off, including 14 holidays, 4 weeks of vacation, 4 personal days, 12 sick days, and additional paid time as applicable
- Comprehensive health, dental, and vision coverage through Cigna
- Life insurance, short- and long-term disability, and Employee Assistance Program
- Commuter benefits
- 403(b) retirement plan with 3% employer contribution

Timeline and Next Steps

If you are interested in this position, please click [here](#). All applicants will receive an email confirming receipt of their application.

We encourage candidates of all backgrounds to apply even if you do not meet all of the qualifications outlined above. If you are selected to move forward for an initial screening call, we expect you to hear from us by October.

Recruitment Fraud Notice: DRG is the exclusive partner for this search. Legitimate communications will come directly from DRG using @drgconsulting.com email addresses or their LinkedIn profiles. If you are unsure whether a communication is authentic, please contact the consultant(s) listed in this posting.

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[Submit an application](#)

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