

Chief of Staff's role will:

- Report directly to the CEO.
- Represent Luke's Wings both in practice and in principle.
- Lead with guidance, advice, and acceptance.
- Spread the word about our mission to businesses of all sizes with positivity and optimism.
- Support the Luke's Wings team.

Chief of Staff's responsibilities shall be:

**Fundraising/Business Development:**

- Required to raise a minimum of two hundred and fifty thousand dollars (\$250,000) annually in restricted and/or unrestricted corporate sponsorship and individual donations. All donations shall be credited towards this responsibility, but only unrestricted shall be credited towards the merit awards
- Assist CEO with CEO's sourced donors, including, but not limited to: SRS Corporation, SRS Raise the Roof Foundation, The Ross Family Foundation, and the Gary Swan Foundation.
- Maintain a record of the sales pipeline (i.e. leads, prospects, etc.) in an internal Excel spreadsheet and in Salesforce
- Lead weekly kick-off conference calls and sales meetings
- Report progress and provide sales forecasts
- Submit quarterly reports to the CEO
- Represent Luke's Wings at external events, both locally and nationally, to promote the mission and create relationships with new and current donors
- Attend speaking events, in conjunction with other team members as deemed necessary by the CEO and Chief of Staff, to represent Luke's Wings
- Plan and execute major fundraising events throughout the year and support supplemental internal fundraising events

**Other Responsibilities:**

- Manage and support Development Team in reaching their perspective goals
- Oversee major projects that continuously improve the organization, including but not limited to, website development, donation site management, and Salesforce
- Serve as liaison for Program Department for day to day operations and tasks
- Complete annual Performance Progress Report and Professional Development Plan reviews for members of the Development Team
- Oversee annual audit and monthly accounting statements
- Oversee Marketing and Operations Coordinator and the creation and dissemination of external marketing materials
- Manage external organizational vendors
- Maintain external rating sites including Better Business Bureau, Guide-Star and CFC with the support of the Development Coordinator
- Maintain regular business work hours in the office or in sponsorship meetings

- Hire, train and manage additional team members, as needed
- Assist CEO in reinforcing our policies and procedures, including reviewing employee PTO requests, sick leave requests, office hours, office management, etc.