

WORLD NEIGHBORS
POSITION DESCRIPTION

POSITION TITLE: Vice President Resource Development (VP RD)
DATE: February 2012
FLSA STATUS: Full-time/exempt
REPORTS TO: President and Chief Executive Officer
SUPERVISES: Associate Vice President Resource Development
Annual Giving Coordinator
Administrative Assistant

POSITION SUMMARY: This position is responsible for developing and implementing a fundraising strategy that facilitates the contribution of revenues to meet the organization's annual budget and long-term endowment needs, consistent with the mission and purpose of World Neighbors. He/she is accountable to the president and chief executive officer. Acting as the primary fundraiser, the VP RD also provides team leadership, management, and coordination for members of the RD department. The department's work units include: annual giving, leadership gifts, grants and donor services. The VP RD serves as a member of World Neighbors coordinating team (CT), and is the liaison to the board of trustees' fundraising committee.

DUTIES AND RESPONSIBILITIES:

1. Develops, implements, monitors and evaluates short-and-long-range strategies and programs that generate contributed income, by:
 - a) working closely with members of the coordinating team and their support team members to assess program and organizational funding needs and priorities and determine how best to package and market them to donors and donor prospects
 - b) leading and coordinating team efforts to develop effective giving programs and activities including: annual individual giving, planned giving, leadership gifts (grants and individuals), donor acquisition, grants, corporations, congregations, special events, donor recognition and donor acknowledgements processes
 - c) working closely with the president and chief executive officer, individual trustees, resource development team members, others within the organization and volunteers to identify, cultivate relationships and solicit individuals, grant-making bodies, and other entities
 - d) developing an annual work plan that is in alignment with and supportive of this position description's duties and the strategic plan

2. Provides managerial leadership to the resource development department, by:
 - a) ensuring that team members develop and maintain positive relationships with one another and with the organization's various constituencies: donors, donor prospects, media, vendors, volunteers, peer agencies and others, through regular planning functions, open communication and sharing of appropriate information
 - b) ensuring professional level maintenance of all donor records
 - c) facilitating and supporting a decentralized work environment where decision-making and setting strategic priorities are consultative and shared within the department's team and with other departments

- d) making hiring, promotion, salary, budget and performance evaluation recommendations
 - e) performing other duties and projects as required by management
3. Provides effective leadership to the organization's fundraising efforts related to public outreach education and special events, by:
- a) managing staff team network to facilitate cross-departmental fundraising coordination and cooperation to maximize human and financial resources and ensure positive financial outcomes
 - b) collaborating with the vice president marketing and communications and outreach education coordinator to develop fundraising strategies and product development plans
 - c) represents World Neighbors at events hosted by related organizations: OKC Chamber of Commerce, OKC Community Foundation and others, as appropriate

MINIMUM SKILLS:

- excellent oral and written communication
- computer-Word, Excel and PowerPoint
- budgeting and financial management
- strategic planning
- analytical and problem solving
- excellent team management

MINIMUM EDUCATION:

- Master's degree or equivalent with seven years of experience
- Bachelor's degree or equivalent with ten years experience

MINIMUM EXPERIENCE:

- five years senior management experience
- international experience
- work experience relevant to specific position
- non profit experience

PREFERRED QUALIFICATIONS:

- 10+ years fundraising experience with one or more not-for-profit organizations
- direct work experience in at least three of the following areas: major gifts, planned giving, direct mail, capital campaigns, and/or grants
- available to travel domestically and/or internationally 25% of the time
- demonstrated experience in public relations, strategic planning and marketing
- excellent team leadership, management, coordination and coaching skills
- strong interpersonal skills; able to work well with a wide range of people
- ability to evaluate, analyze, and interpret information and render independent decisions
- existing relationships with community, business and philanthropic leaders
- international (preferably developing world) exposure - experience in, or knowledge of, grassroots international development issues
- proficient in computers and use of Microsoft Office and common donor contact management software
- Spanish, French or additional language skills beneficial
- strong organizational and time management skills

- demonstrates dependability through good attendance
- excellent follow through on projects and deliverables
- demonstrates resourcefulness and ability to take initiative in development and completion of projects, with adherence to timelines and schedules
- able and willing to participate in continuing education seminars related to fundraising and management

PHYSICAL REQUIREMENTS:

- ability to travel – domestically and internationally

WORKING CONDITIONS:

- normal office environment