



of Greater Indianapolis

## Vice President of Development

### Position Description

The mission of Girls Inc. of Greater Indianapolis is to inspire all girls to be strong, smart, and bold. We empower girls to be confident in themselves, prepared for their futures, and ready to take their place in the world.

Reporting to the President & CEO, the Vice President of Development (VPD) leads and coaches the Development Team and is responsible for achieving and advancing the organization's core fundraising objectives. The VPD provides exceptional strategic planning, donor stewardship, and day-to-day management for all facets of resource development, including the annual campaign, major gifts, planned giving, and corporate and foundation philanthropy. S/he is a member of the executive leadership team and works in partnership with all Girls Inc. staff, Board of Directors, and various stakeholders to implement the fundraising plan. The VPD must operate with exemplary customer service, energy, commitment, and innovation, as well as the highest regard for the Girls Inc. mission.

Supervisor: President & Chief Executive Officer

Supervisees: Development Department

Exempt

Full-time

Seasonal

Non-Exempt

Part-time

### Major Areas of Responsibilities

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

#### Fund Development (75%)

- Recruit, assemble, and coach an exceptional team of talented, high-performing fundraisers.
- Participate in process to refine the organization's case for support.
- In partnership with the President & CEO and Board of Directors, develop and implement a multi-year sustainability and revenue growth plan to resource strategic priorities.
- Oversee the identification, research, cultivation, solicitation, and stewardship of individual, corporate, and foundation funders at all levels to achieve fundraising goals.
- Build an individual major giving and planned giving program.
- Supervise the planning and execution of all major agency fundraising events.
- Plan and supervise departmental budget.
- Develop, implement and evaluate a reporting system to measure fundraising progress.
- Work in concert with the President & CEO to create a high-performing Board Development Committee.
- Ensure maintenance and continuous improvement of Development Department systems (departmental process improvement, grant timelines, summaries, files, etc.).
- Manage relationship with grant-writing agency to ensure successful completion and submission of grant proposals

Inspiring all girls to be strong, smart, and bold

## Department and Agency Leadership (25%)

- Serve as a vital member of the leadership team by staying abreast of agency-wide issues and contributing to the development and achievement of the agency's long-term vision, positive culture, and strategic operating plans.
- Develop an effective relationship with the Girls Inc. Board, responding to information requests in a timely manner. Participate in all Board meetings and other Board Committee and Task Force meetings as needed.
- Provide leadership to the development department in all areas – set clear and high expectations, provide effective coaching to develop the team, and provide an example to the team.
- Ensure a collaboration between program services and development strategies and functions.

## Additional Responsibilities

- Perform other duties as assigned by the CEO.

## Required Knowledge, Skills & Abilities

### Critical and Demonstrable Skills

- Strategic thinking and ability to develop an effective long-term strategy and vision. Ability to inspire and engage others around a shared vision and strategy.
- Ability to effectively manage both the overall process and personnel of a department.
- Effective analytical, problem solving, and decision-making skills (can gather and analyze data and information, track trends, and draw conclusions).
- High detail orientation and accuracy.
- Effective listening, verbal, written, and interpersonal skills.
- Proactive in anticipating and alerting others to problems with projects or processes.
- Takes initiative and needs little supervision and a willingness to engage in self-learning.
- Ability to work well in a team environment.

## Education & Experience

- Bachelor's degree in non-profit management, philanthropy, or related field required; CFRE and/or Master's degree preferred.
- Minimum of 5 years of experience supervising others.
- Minimum of 5 years in proven leadership on strategic initiatives.
- Professional experience in preparing grant proposals and reports is required.
- Intermediate knowledge of technology equipment and applications is required.
- Experience with Bloomerang donor software is a plus.