



JOB DESCRIPTION

JOB TITLE: Vice-President of Advancement & Organizational Sustainability

STATUS: Exempt

REPORTS TO: Chief Executive Officer

**SUPERVISES: Director of Operations
IT Director**

APPROVED By: CEO

DATE APPROVED: September 2020

Primary Responsibilities

The mission of the National Resource Center on Domestic Violence (NRCDV) is to strengthen and transform efforts to end domestic violence. Its work centers on advancing gender, racial, economic and social justice.

The position will be directly responsible for successfully creating, leading and implementing an integrated resource development strategy and developing new relationships, while maintaining existing relationships to build the organization's visibility, impact, and diversify its financial resources. This individual will be responsible for raising private sector funds to support NRCDV's initiatives and leading the development and implementation of organization-wide strategies to increase the fundraising capacity. This will involve identifying, organizing and coordination of fundraising activities for NRCDV with a focus on unrestricted funding sources and new opportunities to obtain ongoing and increased support from corporations, foundations, public and private organizations, faith communities, and individuals. Additionally, this position will work closely with NRCDV's Communication Team to develop and implement a comprehensive marketing plan designed to support NRCDV's fund development activities.

In coordination with the CEO and the Board, The Vice-President of Advancement and Organizational Sustainability will lead efforts in cultivating and soliciting major gifts from individuals, corporations, foundations and others. The Vice-President is a member of the Transformation Team, NRCDV's Executive leadership and works together with its team members to provide strategic leadership and operational management of the organization.

The position will provide visionary and mission driven leadership to the Operations Team to continually strengthen it as well as the organizational infrastructure of the NRCDV.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Develop and implement short and long-range goals to diversify funding resources in collaboration with the CEO, the Board of Directors and the Transformation Team to further advance NRCDV's mission and Theory of Change, including but not limited to:
 - Provide strategic direction for and ensure the development and progress of NRCDV's fund development plan in collaboration with the CEO and Board of Directors, while ensuring alignment with NRCDV's strategic plan;
 - Lead the efforts to raise \$3-4.5 million annually – with plans to grow to \$6 million in the next three years through corporate, individuals, foundations and/or state/city funding;
 - Develop and manage all solicitation efforts including annual appeals, identifying grant funding opportunities, donor targeting, event planning, major and planned giving, endowed giving and bequests with a focus on increasing sustainable unrestricted, private revenue;
 - Create and implement strategies for identifying and cultivating new sources of corporate and foundation funding;
 - Build, implement and participate in each step of the donor pipeline by leading the organization's strategy for cultivating and retaining individual donors of all levels, including major donors and annual donors in coordination with the Board of Directors and NRCDV staff;
 - Prepare monthly analytics and reporting for the CEO and the Board of Directors which measure progress towards achieving goals outlined in the strategic plan;
 - Keep up to date on current fundraising programs, practices and procedures used in the nonprofit sector and inform the Board of Directors and rest of the Transformation Team of items that would benefit NRCDV;
 - In collaboration with the Communications and Operations Teams evaluate and drive the use of new technology funding vehicles including social media and electronic platforms aligning the organization's website and online tools for supporters; and
 - Ensure donor database integrity by managing data in the accounts, confirming entry and accuracy with all supporting documentation.

2. Work closely with Board of Directors and Fund Development Committee to lead the creation and implementation of development strategy including but not limited to:
 - Initiate and plan goals and activities for the Board Fund Development Committee meeting in close coordination with the Chair of the committee and the CEO;
 - Attend board meetings and board committee meetings and report on development activities as needed, in coordination with the CEO and the Administrative Specialist;

- Serve as an ambassador and spokesperson for the organization and articulate our mission to external constituents;
 - Together with the CEO, educate and train board members and the rest of the senior staff in donor cultivation and professional fundraising techniques;
 - Work with the CEO to ensure board members are engaged and energized by their association with organization;
 - Collaborate with the Operations Director to develop and produce regular analytic reports for senior management that synthesize the financial progress and trends of fundraising activities;
 - Offer leadership, motivation to relevant staff and other board members in carrying out their development responsibilities.
 - Partner with the CEO and Board Chair as appropriate on solicitation calls, meetings, etc. When appropriate, personally conduct major gift solicitations;
 - Work with Communications Team, Transformation Team specifically, NRCDV staff and Board of Directors in general to implement a marketing plan designed to support NRCDV's fund development activities including identifying potential media opportunities and stories to support NRCDV's fund development goals and activities; and
 - Plan and coordinate the goals and activities of the staff Fund Development Workgroup.
3. Solicit and prepare grant proposals in collaboration with NRCDV staff to secure additional sources of funding to grow and enhance the mission of NRCDV. Prepare systems and maintain all grant portfolios while monitoring and assuring compliance with the funding agency, audit and programmatic guidelines including timely submission of grant applications and reports utilizing funders' on-line systems, including but not limited to:
- Research and evaluate funding announcements to identify those that align with the NRCDV mission and priorities using in-house decision-making tools;
 - Collaborate with NRCDV staff to complete all stages of proposal development, from identifying sources and collaborators, preparing budgets and required proposal elements, securing appropriate signatures and competing proposal submission by due dates;
 - Organize current grants by funding source, complying with the life cycle activities, and updating relevant staff;
 - Maintain all grants applications platforms ensuring that they are up to date and assist with setting up timelines & deliverables for grant applications;
 - Work with projects' lead staff to compile necessary information for reporting on awarded grants;
 - Maintain an up to date database for all proposed and awarded grants documenting on-going status, tracking, and reporting; and
 - Supervise the organizing, maintaining and archiving grant files per document retention policies.

4. Lead the development and sustainability of the organization by ensuring that operational infrastructure is effective and supports the programmatic objectives, including but not limited to:
 - Work closely with the Director of Operations to ensure the effective management of all finances and human resources functions of the NRCDV;
 - Provide guidance as needed to the IT director to ensure that the informational technology and data management is robust and supports the needs of the organization;
 - Supervise special events staff in planning, while critically evaluating return on investments;
 - Collaborate with the Communications team to ensure communications have consistent messaging and branding in all print and online donor communication vehicles;
 - Provide strategic and marketing oversight to all donor materials, and strategic support on the full range of external stakeholder communications;
 - Effectively manage the fund development budget and income forecasts;
 - Partner with the finance team to sustain efficient, effective and transparent financial tracking and reporting processes;
 - Develop clear processes and collaborate with all other departments within the organization to create an understanding of and appreciation for the development function.
 - Foster an environment of cohesiveness and collaboration; and
 - Monitor risk management policies and procedures to ensure that program and organizational risks are minimized.
5. Provide positive and visionary leadership to NRCDV's Operations Team as a member of the NRCDV's Transformation Team centering NRCDV's commitment to racial justice.
 - Provide positive and inspirational supervision to NRCDV's Operations Team that is consistent with NRCDV's Empowerment Principles and fosters ongoing professional development opportunities and growth for individual team members;
 - Ensure the continued development and management of a visionary, mission-driven, impactful and efficient organization and the implementation of effective decision-making processes related to budget, organizational structure, priority-setting, and ongoing program evaluation that are consistent with NRCDV's core values;
 - Communicate and develop strategy for implementation and measurement of the strategic and evaluation plans of the organization with the Operations team.
 - Work with other Transformation Team members to cultivate and sustain a strong and transparent working relationship with the Board of Directors to ensure open communication about the measurement of financial,

programmatic, and impact performance against stated milestones and goals; and

- Participate in NRCDV meetings and trainings, as requested, and in NRCDV staff and planning meetings and in-service trainings as required.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and Experience

- Minimum 8-10 years of demonstrated experience in a development department of a nonprofit with a demonstrated commitment to gender, racial, social and economic justice.
- Experience with staff and board management, engagement and development.
- Demonstrated fundraising success from a variety of fundraising streams.
- Demonstrated success in developing and implementing effective fundraising strategies.
- Proven track record of meeting annual organizational fund development goals.
- Proven track record of developing successful partnerships with other companies and organizations.
- Donor communications experience.
- Experience in grants management, budget planning and execution and report writing.
- Creative, independent, and strategic thinker
- Strong strategic planning and project and budget management skills
- Self-starter with a proven ability to meet and complete multiple tasks with solid deadlines

Communication Skills

A proven track record of strong written and oral communication skills and the ability to communicate with others to understand them and to be understood, including demonstrated meeting facilitation and training skills. Ability to adapt writing style to suit different audiences and project types, including an understanding of writing specifically for the web.

Project Management Skills

Demonstrated program development and project management skills, including the ability to work effectively across teams and with consultants. Demonstrated team-building, limit-setting, problem-solving, creative and analytical thinking and organization skills.

Computer Skills

Significant computer proficiency with knowledge of Apple computers and experience with Microsoft Office, Adobe Suites and fundraising software. Experience with using web design and content management software/systems.

Language Ability

Ability to write routine reports and correspondence. Ability to speak effectively before groups. Ability to read and interpret a variety of documents.

Reasoning Ability

Demonstrated understanding of process for critical thinking to promote effective communications strategies. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, verbal, diagram, or schedule form.

Math Ability

Ability to read, interpret, organize, and analyze data.

Other skills, abilities and behaviors important to the NRCDV

To be a successful member of the NRCDV team, an individual should demonstrate the following:

Shared vision and direction – Participates in opportunities to provide thoughtful feedback about the organizational vision, strategic plan and mission. Seeks out information, engages with colleagues, and attends meetings to assist in fully understanding how the individual job fits into the full scope of the organization.

Teamwork – Collaborates and communicates within and across teams, enabling organizational workflow and positive partnerships. Responds to challenges and opportunities and is flexible and willing to pitch in and try new things, sometimes outside the scope of normal duties. Actively participates in discussions, surveys, retreats, evaluations and other means of communication.

Ethics & Integrity - Values and treats co-workers and organizational partners with respect and consideration regardless of status or position. Approaches situations with diplomacy, tact and discretion; inspires the trust of others.

Valuing Diversity - Celebrates diversity and shows respect and sensitivity for cultural differences.

Personal Accountability – Contributes to the formation of organization and project goals, meets the expectations of the organization and funders, and monitors personal progress toward goals and objectives that relate to areas of responsibility.

Problem-solving and Continuous Improvement – Actively participates in identifying barriers and challenges in the work environment and works to help overcome them by creating solutions and doing the very best work they can to move the mission forward. When a performance problem is identified, addresses it and does the best to make the corrections needed to succeed.

Judgment and Decision-Making – Actively contributes best ideas and critical thinking to help make the strongest decisions possible when involved in decision-making; includes appropriate people in decision-making process; makes timely decisions within the scope of responsibility.

Dependability - Responds to management direction while taking responsibility for own actions; keeps commitments; completes tasks on time or notifies appropriate person with an alternate plan.

Adaptability and Innovation - Adapts to changes in the work environment and opportunities; manages competing demands; changes approach or method to best fit the situation; able to deal with frequent change, delays, or unexpected events.

Safety and Security - Observes safety and security procedures; determines appropriate action beyond guidelines; reports potentially unsafe conditions; uses equipment and materials properly.

Fiscal Responsibility - Works within approved budget; conserves organizational resources.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to communicate with others, move and sit frequently. The employee may also be required to lift or move objects of up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. The physical demands described above are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT

The noise level in the work environment is usually quiet, but with constant interruptions.

TRAVEL REQUIREMENTS

Travel between NRCDV office in Harrisburg, PA and Washington, DC required, as well as other more frequent national travel.