



JOB DESCRIPTION

Title: Vice President of Advancement	Employment Status: Full-time
Department: Advancement	FLSA Status: Exempt
Reports To: Vice President	Supervises: Development Officer, Associate Director of Data Analysis, Associate Director of Advancement, Senior Development Officer

HOW TO APPLY: Send resume and cover letter to humanresources@wfmn.org. Cover letter should include what gift levels the applicant has experience in securing.

Interviews will occur on a rolling basis as candidates are identified and until the position is filled.

SALARY: \$117,000 - \$135,000, depending on qualifications, plus benefits

SUMMARY

As a member of the Executive Leadership team, the Vice President of Advancement provides overall strategic direction and leadership for fundraising and resource development for the Women's Foundation of Minnesota. The incumbent leads the Advancement team and integrates colleagues across the Foundation to achieve annual and long-term revenue goals with the intent to create a sustainable Foundation and a preferred philanthropic partner. The Vice President of Advancement sustains a portfolio of institutional and major donors themselves as well.

PRIMARY RESPONSIBILITIES

Fundraising

- Provide strategic direction and develop annual and long-term plans to secure funding from private donors, corporations, foundations, donor advised funds, and other sources.
- Overall management and oversight of Institutional (Private, Family, Corporate) and Individual fundraising, providing strategic direction and management for integrated teams across the Women's Foundation of Minnesota.
- Oversee and manage donor advised funds program serving as primary contact and coordination of integrated team.
- Actively drive fundraising goals, strategy, donor communications plan and progress, and personally manage a pool of 75-100 prospects.
- Lead management of development related events including annual Leadership & Legacy Luncheon and other donor engagement events.
- Develop and lead to annual fundraising plan, aligned with Business Model, to maximize impact.
- Successfully develop and monitor Development budgets to meet financial goals.
- Lead and direct all fundraising efforts, appeal to donors, and create special donor cultivation opportunities.
- Develop and implement strategies to prepare for a successful comprehensive campaign.

- Communicate fundraising goals, strategy and progress to the President & CEO, Leadership Team, and Board of Trustees when required.
- Develop and manage execution of programs that support fundraising efforts (Advancement Committee, activator lunches, President's Advisors, Professional Advisor's Network, etc.).
- Ensure philanthropy and fund development are carried out in keeping with the Foundation's mission, vision and values.

Leadership of Planned Giving Program, Donor Stewardship

- Provide leadership and management efforts to enhance and execute planned giving program.
 - Establish goals and long-term vision for planned giving efforts with President and Executive Team.
 - Remain apprised of best practices and present recommendations for program updates.
 - In partnership with Advancement team, develop and recruit professional advisors to sit on advisory committee.
 - Prepare planned giving communications plan in partnership with development and communications teams as well as contracted vendor.
 - Manage relationship with planned gifting vendor.
- Provide strategic leadership and management of donor stewardship program.
 - Recommend updates to stewardship plan as relevant, keeping apprised of best practices.
 - Ensure stewardship plans are clearly communicated and implemented across Foundation.
 - Recommend annual donor gift, aligning with programmatic impact and values.
 - Work across Foundation to ensure a donor lens is present in communications and events.

Management and Operations

- Effectively manage the development and fundraising activities and team, conduct regular performance reviews and address performance as necessary.
- Participate in Foundation strategic direction as member of Executive Team.
- Serve as a resource to the Leadership Team and guide Board of Trustee volunteers through cultivation, solicitation, and stewardship processes and strategies and progress to goal.
- Develop annual goals and budgets, as appropriate, instilling strong financial management discipline.
- Ensure the development program meets organizational needs and budget assumptions.
- Hire, manage and build a strong, successful fundraising team focused on results.
- Serve as a mentor to staff and work to develop talent and leverage resources.
- Continuously explore new and creative strategies that extend support to a broader base and work to enhance the image and brand of the Women's Foundation of Minnesota.

SECONDARY RESPONSIBILITIES

- Participate as an active member of the Foundation staff by working collaboratively with other staff members; and by communicating openly and honestly with staff and volunteers.

- Attend Women’s Foundation of Minnesota events, as required and/or as requested by the Vice President.
- Perform all other projects and tasks as assigned by the Vice President.

JOB SPECIFICATIONS

Desired Education and Experience

- 7 or more years of successful experience in fundraising, with proven track record of securing major and planned gifts. A deep, broad knowledge of development, including all aspects of fundraising, and managing development staff.
- Four-year college degree; a graduate degree in business management is preferred.
- Proven track record of ability to masterfully integrate the art and science of fundraising into successful strategies.
- Able to use fundraising software (Raiser’s Edge.)
- Experience managing a comprehensive campaign desired, but not required.

Knowledge, Skills and Abilities

- Demonstrates initiative and a solution-focused attitude while building consensus, inspiring confidence and respect and positively contributing to our team work environment.
- Able to work unsupervised, make routine decisions and solve problems independently, effectively and creatively. Ability to successfully develop and execute forward-thinking strategic plans.
- Commitment to gender and racial equity, including actively participating in WFMNs learning culture in diversity, equity and inclusion.
- An ambitious, visionary, and creative approach to development strategies.
- Able to plan, prioritize, coordinate, and manage own work. Thorough, organized and detail-oriented approach to work. Applies effective time management skills to meet all deadlines.
- Intelligence, confidence, and passion, as well as the ability to strategically harness the passion of others to maximize development opportunities.
- Strong knowledge of principles, ethics and practices of effective fundraising. Knowledge of current tax law and planned giving vehicles.
- Able to develop and implement marketing plans and processes for a planned giving and major gifts programs.
- Proven ability to work effectively with board members, attorneys, investment bankers and trust officers, donors and volunteers.
- Quantitative ability to analyze and manage fundraising financials.
- Excellent verbal communication, interpersonal and relationship building skills to effectively work with a variety of people and personalities. Able to communicate clearly in person and in writing.
- Able to present, inform and motivate individuals and groups of people regarding the Foundation’s mission and philanthropy.
- Goal oriented, persistent and persuasive in the contact, follow through and completion of acquiring donor gifts.

- Works with a proactive, ownership approach to work and operates with a sense of urgency.
- Strong commitment to work as an effective team member.
- Understands confidential nature of organization, fundraising and donor information and maintains confidences.
- Passion for the Women's Foundation of Minnesota's mission.

Physical Requirements Necessary to Perform This Job

- Hear and speak in order to use telephone and communicate with people both in and out of the office environment.
- Sit at desk for extended periods, as well as move around office area repeatedly throughout the day.
- Apply manual dexterity for computer keyboarding and office equipment use.
- Visual ability to review detailed reports and information.
- Flexible work hours requiring work in excess of 40 hours/week when necessary
- Must be willing to work evenings and attend events on weekends as needed.
- Physical ability to move around office area repeatedly throughout the day.
- Must have reliable transportation to periodically visit off-site locations.
- Able to perform limited overnight travel.

Tools and Equipment Used

- Incumbent must be able to use multi-line telephone, calculator, copy machines, facsimile machines, computers, postage machine, and other office equipment.
- Able to become proficient in MS Office Suite of software as well as fundraising, publishing and research applications.