

JOB DESCRIPTION

Title: Vice President of Advancement	Employment Status: Full-Time
Department: Executive	FLSA Status: Exempt
Reports to: President and CEO	Supervises: Senior Development Officer, Associate Director of Data Analysis, Associate Director of Advancement, Senior Development & Planned Giving Officer
Salary: \$108,000 - \$125,000 + benefits, depending on experience and skillsets	How to Apply: Send resume and cover letter to: humanresources@wfmn.org
<p>Location: Hybrid work environment. Office requirement is approximately 25%. As a community foundation with a statewide focus, ability to meet frequently in-person with donors and funders across the state is critical to this position’s success. As such, the incumbent to this position should reside within the state of Minnesota.</p>	

SUMMARY

The Vice President of Advancement provides overall strategic direction and leadership of the fundraising for the Women’s Foundation of Minnesota (Foundation). 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 be a preferred philanthropic partner. As a member of the Executive Team, the Vice President of Advancement will work collaboratively on Foundation-wide strategy and help identify messaging for various audiences and stakeholder groups.

The Vice President of Advancement sustains and grows a portfolio of institutional and major donors, and leads the Foundation’s cultivation, stewardship, and solicitation plans. This position will also provide leadership for a multi-million-dollar *New Day* comprehensive campaign that will raise immediate-need and long-term (endowment) funds to deepen the Foundation’s ability to partner with communities across Minnesota to implement solutions for a world where all women, girls, and gender-expansive individuals – and all people – hold the power to live safe and prosperous lives.

PRIMARY RESPONSIBILITIES

Strategy, Vision & Leadership

- Lead strategy and development of annual and long-term development plans, including planned giving, to secure funding from private donors, corporations, foundations, donor advised funds, and other sources in alignment with Board-approved business model, to maximize impact.
- Create and implement strategies to diversify donor base, ensuring donor base reflects all communities across Minnesota.
- Work in partnership with Vice President of Finance and Operations to ensure growth of Foundation aligns with business model.
- Provide input on WFMN’s annual communications theme and associated key messages and serve as a Foundation spokesperson at events, press conferences, interviews with media, and more as relevant.

- Conduct analysis of advancement policies, procedures, practices, and team to identify opportunities to adapt itself to become an anti-racist department within an anti-racist organization.

Resource Development—Fundraising, Planned Giving Program, Donor Stewardship

- Successfully develop and monitor Advancement budgets to meet financial goals. Develop annual goals and budgets, as appropriate, instilling strong financial management discipline.
- Actively manage and lead institutional (private, family, corporate) and individual fundraising, providing strategic direction and management for integrated teams across the Foundation.
- 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 implement strategies to launch a successful comprehensive campaign.
- Communicate fundraising goals, strategy, and progress to the President & CEO, Executive Team, and Board of Trustees when required.
- Develop and manage implementation of groups that support fundraising efforts (Advancement Committee, Campaign Committee, activator lunches, President’s Advisors, Professional Advisor’s Network, etc.).
- 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 current recommendations for program updates.
 - In partnership with Senior Development & Planned Giving Officer, develop and recruit professional advisors to sit on advisory committee.
 - Develop planned giving communications plan in partnership with Senior Development & Planned Giving Officer and communications team as well as contracted vendor (currently Stelter).
 - Oversee relationship with planned gifting vendor.
- Manage and expand donor advised funds program aligned with Board-approved business model, serving as primary contact and coordination of integrated team.
- Provide strategic oversight 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.

Team Leadership and Development

- Promote a culture of high performance and continuous improvement that values learning and a commitment to quality.

- Serve as a mentor to staff and work to develop talent and leverage resources.
- Hire, manage, and build a strong, successful fundraising team focused on results.
- Cultivate the Foundation’s learning culture across the Advancement team by identifying learning opportunities directly related to functional team needs that deepen ability of advancement team to talk about the work of the Foundation to various audiences and across topics of diversity, equity, inclusion, and anti-racism.
- Ensure the Advancement team meet organizational needs and budget projections.
- Lead the Advancement team to support the development and execution of the annual fundraising and communications strategies.
- Effectively manage the fundraising team, conduct regular performance reviews, and address performance as necessary.
- Serve as a resource to the Executive Team and guide Board of Trustee volunteers through cultivation, solicitation, and stewardship processes and strategies and progress to goal.
- 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 President & CEO.
- Perform all other projects and tasks as assigned by the President and CEO.

JOB SPECIFICATIONS

Desired Education and Experience

- Bachelor’s degree is required; an advanced degree in business management is preferred.
- Seven or more years of experience in a senior management role; successful experience in fundraising, with proven track record of securing major and planned gifts and achieving budgeted revenue goals.
- Proven track record of integrating the art and science of fundraising into successful large-scale Advancement plans and projects.
- Experience managing a comprehensive campaign and experience in synthesis and presentation of research and complex concepts.

Knowledge, Skills and Abilities

- Ability to apply an intersectional lens (gender, race, place, ethnicity, sovereignty, socioeconomic class, age, disability, LGBTQ+, immigration status) to ensure the Foundation’s commitment to diversity, equity, inclusion, and anti-racism.

- Demonstrates initiative and a solution-focused attitude while positively contributing to our team work environment.
- Commitment to gender and racial equity, including actively participating in WFMN's learning culture in diversity, equity, and inclusion.
- Extensive successful grant proposal writing and editing experience.
- Able to use fundraising software (Raiser's Edge).
- Innovative and strategic thinker, with a track record for translating strategic thinking into action plans with effective tactics and output.
- Sense of humor, excellent judgment, and creative problem-solving skills, including negotiation and conflict-resolution skills.
- Superior management skills; ability to influence and engage direct and indirect reports and peers.
- Stature, gravitas, and confidence to gain the credibility and respect of high-performing Board of Trustees.
- Self-reliant, good problem-solver, and results-oriented. Ability to make decisions in a changing environment and anticipate future needs.
- Energetic, flexible, collaborative, and proactive; a team leader who can positively and productively impact both strategic and tactical finance and administration initiatives.
- Exceptional written, oral, interpersonal, and presentation skills and the ability to effectively interface with senior management, Foundation Board of Trustees, and staff. Excellent and persuasive communicator.
- Passion for the Women's Foundation of Minnesota's mission.

Physical Requirements Necessary to Perform This Job

- Hear and speak 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 and able to work and attend events on evenings and weekends as needed.
- Access to reliable transportation to visit off-site locations across the state of Minnesota.

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.
- Various video and audio platforms to facilitate virtual work, meeting, and event environments.