



JOB DESCRIPTION

Title: Vice President of Strategy & Innovation	Employment Status: Full-time
Department: Executive	FLSA Status: Exempt
Reports To: President & CEO	Supervises: Director of Community Impact
Salary: \$108,000 - \$125,000 + benefits, based on experience and skillsets	How to Apply: Send resume and cover letter to: humanresources@wfmn.org
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.	

SUMMARY

The Vice President of Strategy & Innovation (VPSI) serves as the chief strategist for community impact, learning, research, and policy at the Women's Foundation of Minnesota (WFMN or Foundation). The incumbent is responsible for ensuring programmatic alignment with the Board of Trustee-approved strategic plan. The position serves as an integral member of the Executive Team and works directly with President and CEO to elevate and position WFMN's thought leadership on gender and racial justice in Minnesota and across the country.

PRIMARY RESPONSIBILITIES

Strategic Leadership & Innovation

- Lead development of new WFMN strategic programmatic and policy initiatives, ensuring work is steeped in research, WFMN Intersectional Equity Framework™, and meets community-identified needs.
- Anticipate and leverage strategic opportunities and challenges externally and internally.
- Lead strategy of Young Women's Initiative of Minnesota (YWI MN) program in alignment with strategic plan.
- Support key strategic initiatives for bold fundraising and narrative change.
- Actively provide leadership for development of organizational goals and strategies and collaborate with Executive Team on strategic plan alignment of departments and achievement of performance goals.
- Collaborate on strategic direction to advance brand identity, showcase and claim impact, broaden awareness of its programs and priorities, and increase the visibility of its programs across key stakeholder audiences via multiple platforms including articles, commentaries, speeches, direct outreach to key stakeholders, social media, and other communications products and mediums.
- Contribute to creation of WFMN position statements in response to local, state, national, and global issues.
- Work in collaboration with CEO & President and Vice President of Strategic Communications & Narrative Change to develop WFMN's annual theme and associated key messages.

- Identify key areas of learning for board, staff, and partners around gender and racial justice and key issues relevant for women, girls and gender-expansive people.
- Serve as a key WFMN spokesperson for the Foundation, including at events, press conferences, interviews with media, and more.
- Co-lead WFMN Diversity, Equity, Inclusion, and Anti-Racism strategy including the use of an Intersectional Equity Framework™ across the Foundation.

Policy, and Research

- Lead WFMN’s quantitative, qualitative, and public opinion research in partnerships with research experts.
- Oversee the creation of strategy to engage field experts in ongoing WFMN research.
- Build strategy, momentum, and impact to set and advance the Foundation’s public policy agenda and develop accompanying strategies to monitor bills, manage and engage volunteers.
- Cultivate and maintain meaningful relationships with allied organizations, coalitions, local and state government officials, and other influencers.

Fundraising

- Cultivate and sustain a portfolio of major funders and develop relationships with key donors.
- Contribute to vision of development related events: Leadership & Legacy Luncheon, and other donor engagement events.
- Authorize donor advised funds expenditures in alignment with Community Impact guidelines.

Leadership & Supervision

- Support Director of Community Impact to ensure annual objectives are met ensuring grantmaking, evaluation, and field-building program strategies are developed and executed.

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 well as external community events, as required and/or as requested by the President & CEO.
- Perform all other projects and tasks as assigned by the President & CEO.

JOB SPECIFICATIONS

Desired Education and Experience

- Bachelor’s Degree.

- Steeped in diverse communities to build upon our shared vision, values, accomplishments, and credibility to inspire even greater impact and innovation.
- Demonstrated successful experience in applying gender, race, place, equity frame and strategy to work.
- Minimum seven years experience in management of development, grant making, communications or marketing departments.
- Demonstrated success in working as a member of a team and developing effective working relationships with staff, volunteers, and donors.
- Excellent written/oral communication skills.
- Demonstrated track record with respect to detail, orientation, and accuracy.
- Commitment to mission.
- Knowledge of the Twin Cities and Minnesota philanthropic community.
- Demonstrated success in successfully soliciting and securing major gifts of \$10,000+ from individuals.

Knowledge, Skills and Abilities

- Demonstrates initiative and a solution-focused attitude while positively contributing to our team work environment.
- Commitment and willingness to actively participate in WFMN's learning culture in diversity, equity, and inclusion.
- Ability to lead multiple long and short-term projects simultaneously, meeting all related deadlines. Ability to plan, prioritize, coordinate, and manage own work. Able to work unsupervised and make decisions and solve problems independently, effectively, and creatively.
- 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.
- Strong managerial skills, including direct supervision, as well as management and sharing of information pertinent to the whole Advancement team.
- Proven ability to work effectively with board members, colleagues, donors, and volunteers.
- Able to present, inform, and motivate individuals and groups regarding the Foundation's mission and philanthropy.
- Goal-oriented, persistent, and persuasive in the contact, follow-through and completion of acquiring donor and funder gifts.
- Thorough, organized, and detail-oriented approach to work.
- Understands the confidential nature of the organization, fundraising, and donor information and maintains confidences.
- Sense of humor.
- 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 and able to work and attend events on evenings and weekends as needed.
- Must have reliable transportation to visit off-site locations.

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.