

Vice President of Fundraising and Development

This position supports Human Services Campus, Inc. DBA Keys to Change by leading and overseeing all activities relating to philanthropy and giving. This position has direct responsibility for the strategy and implementation of multi-year, coordinated marketing and development efforts including major gifts, donor cultivation, grant proposals, and fundraising events. This role leads legacy giving and major donor cultivation for the organization.

The annual goal of the Fundraising and Development team, exclusive of any campaign, is to increase year-over-year fundraised revenue per targets established in coordination with the board, CEO, programs team, and operations team. This position fosters a culture of philanthropy and empowers a high-functioning, highly collaborative team to fulfill clear, ambitious, and achievable goals. This position partners with the board and senior leadership, contributing insights that aid overall organizational performance and achieving the strategic vision for the organization.

Department: Fundraising and Development

Supervises others: Yes

Reports to: CEO

Employment Status: Full-time

FLSA Status: Exempt

Benefits: Full-time employee benefits

Starting salary: \$90,000 - \$100,000 with bonus opportunities tied to performance

Location: Phoenix

Remote Eligible: No

Flexible Schedule Eligible: Yes, after 30 days of employment

How to Apply: <https://hsc-az.org/careers/>

Position Competencies and Responsibilities

Strategic Thinking- Expert level of competency

- In coordination with the CEO and senior leadership team, plays a key role in the overall development, strategic planning, service delivery and management of the organization across multiple areas. Partners with key stakeholders and board to successfully develop strategic plans that achieve HSC's mission.

- Monitors and understands internal and external landscape and identifies potential short- and long-term effects on HSC's success.
- Creates detailed, structured plans and actions that align with and support strategic goals. Prevents problems by taking steps to proactively plan ahead and prepare people. Works today with tomorrow in mind.
- Ensures strategies are carried out successfully. Demonstrates flexibility and adaptability as circumstances change. Monitors results and makes adjustments as needed. Ensures organizational systems and structures are in place to support the accomplishment of strategic initiatives and goals.
- Ensures mission statement remains in the forefront of all aspects and decisions of the organization through oversight of the fundraising, branding, and marketing of the organization.

Models innovation/Futuristic Thinking- Expert level of competency

- Anticipates future trends and stays at the forefront of new ideas. Envisions possibilities others may not.
- Encourages and promotes creativity and innovation.
- Identifies processes and infrastructures needed to support new initiatives and change. Acts as a catalyst through multiple layers to spark enthusiasm, collaboration, and results.
- Recognizes and rewards actions that support HSC's vision and values.
- Serves as the staff liaison to the Board and appropriate board committees and other areas as assigned.

Achieves Extraordinary Results through people- Expert level of competency

- Builds a diverse team of individuals who are passionate about the mission and capable of achieving results.
- Develops clear, achievable goals and inspires the team to strive for success. Delegates appropriate responsibilities and authority. Demonstrates optimism and positive expectations of others. Involves people in decisions that affect them.
- Listens, observes, and strives to gain understanding of others. Builds trust and demonstrates integrity with a noticeable congruence between words and actions (walks their talk).
- Fosters an environment of inclusiveness and acceptance. Delivered experiences should focus on the legitimization of an individual's skills and talents, not a token opportunity.
- Manages the Development Manager in the development, implementation, and monitoring of fundraising strategies.

Values Partnerships- Expert level of competency

- Builds effective working relationships inside and outside the organization.

- Builds strong networks and leverages partnerships to enable the growth of HSC.
- Gains agreement and alignment to move opportunities forward.
- Shares information, ideas, and approaches with other departments.

Organizational Competencies Include:

Mission Focused

- Using the power of collaboration to create solutions to end homelessness.

Communicate Effectively

- Ensures that others involved in a project or effort are kept appropriately informed.
- Tailors communication content, tone, and method (verbal written, email, phone, etc.) to audience.
- Seeks to fully understand before responding.

Instills Trust

- Consistently delivers on commitments, demonstrating both competence and credibility internally and externally.
- Actions are aligned with intent and words.
- Involves people in decisions that affect them.

Collaborative

- Prioritizes organization and group objectives over individual goals.
- Aids and supports others to help them reach their individual goals.
- Expresses disagreements constructively and works toward solutions that are mutually beneficial.

Self-Management

- Demonstrates the ability to maintain composure.
- Takes initiative and acts without waiting for direction with available information.
- Accepts responsibility for gathering information, taking action and results.

Requirements

- Minimum of 8 years of professional experience in nonprofit fundraising and marketing, serving in roles with progressive levels of responsibility, including experience with the following: individual giving, institutional giving, major gifts, annual fund/membership, planned and capital giving, prospect research, stewardship, special events, development operations, branding and marketing.

- Knowledge of and fundamental adherence to the principles, ethics, and best practices of modern fundraising, including the integration of various giving programs to diversify the funding base and cultivate greater donor commitments.
 - Demonstrated ability in planning and executing integrated, strategic marketing and communications in support of achieving brand awareness, fundraising, event, programmatic, or other organizational goals. Experience identifying and coaching project spokespeople. A functional understanding of how to effectively leverage various communication mediums and distribution channels for optimal exposure and impact.
 - Excellent interpersonal, verbal, and written communications skills. Capability to develop and sustain impactful relationships with a diversity of constituencies, serve as a highly visible and public-facing ambassador for HSC, and produce concise, articulate, and compelling narratives for a wide array of applications.
 - Strong record of providing strategic and operational leadership, including creating and managing budgets, while ensuring efficient processes and resource allocation. Demonstrated ability to recruit, manage, coach, motivate, and ensure ongoing professional development of a high-performing staff.
 - Demonstrated commitment to the values of diversity, inclusiveness and equity.
- Demonstrated track record in developing the case for support and strategic fundraising plans, and then executing plans to achieve fundraising goals and objectives. Experience cultivating, training, and working collaboratively with senior-level colleagues, board members, and other high-level stakeholders on successful development-related activities.
- Capable of extracting and analyzing data to make effective, efficient decisions about donor strategy and process. Working knowledge of computer software and modern data management practices and innovations that can streamline advancement processes and contribute to the integration of related functions.
 - Ability to use Microsoft applications at a high-functioning level.
 - Must be able to have access to and provide reliable transportation for self. An AZ driver's license and proof of insurance is required for qualifying mileage reimbursements.
 - Must be able to obtain and hold an Arizona Department of Safety Fingerprint Clearance Card.

Preferred Qualifications

The following qualities and experience in addition to the years of experience are highly desirable:

- CFRE or CAP credential
- Bachelor's degree or advanced degree
- Experience with CRM software (Salesforce ideally)

Physical Requirements

- Must be able to identify and assess written materials including fine print.
- Must be able to position self to maintain files, supplies, document boxes, and other materials up to 10 pounds as needed.
- This person frequently interacts with staff, board members, donors, and constituents about the development and marketing of HSC at an executive level. Must be able to exchange accurate information in these situations.

Environmental Requirements

- Must be able to regularly work in a well-lit, temperature-controlled work area.
- Must be able to work a mix weekday and weekends if needed.
- Must be able to work in an open area with other employees and volunteers 80% of the time.