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| **Title:** | Vice President of Philanthropy & Communications |
| **Department:** | Administration |
| **Reports To:** | CEO |
| **Updated on:** | August 2020 |
| **Status:** | Exempt, full time |
| **Salary:** | Starting range $65,000-70,000 |

**POSITION SUMMARY**

The Vice President of Philanthropy & Communications reports directly to the CEO and works closely with her/him and the Board of Directors to lead all aspects of fundraising for the organization. This individual is responsible for planning, organizing and directing all fundraising activities including our major gifts program, annual fund, planned giving, special events, grant writing, capital campaigns and other related activities. This person is responsible for the overall identification, cultivation, solicitation and stewardship of individuals, foundations, corporations and grants. The position is based in Tulsa, OK and will require donor cultivation throughout northeastern Oklahoma.

This job classification has been designated as a safety sensitive job classification in accordance with the Oklahoma Medical Marijuana and Patient Protection Act, 63 O.S., § 427.1 et seq., (OSCN 2019), effective August 29, 2019. This means employees in this job classification can be subject to disciplinary action up to and including termination if they test positive for marijuana components or metabolites, even if they possess a medical marijuana license.

**RESPONSIBILITIES:**

* Works daily to meet the Mission & Vision of Tulsa SPCA.
* Responsible for working with the CEO and Board to create, develop, implement and oversee the Tulsa SPCA’s annual development plan, goals, metrics and strategy focusing on the annual fund, direct mail, major gifts, bequests, capital campaigns, public, corporate and foundation support to help increase revenue and ultimately the impact and reach of the Tulsa SPCA.
* Create and execute a strategy that serves to effectively and successfully identify, cultivate, solicit, and steward a variety of diverse and broad based community constituencies and donors at all giving levels.
* Work to ensure the Tulsa SPCA is creating new, innovative fundraising/donor appreciation ideas among animal welfare agencies.
* Develop, secure support, maintain and advance relationships with donors (foundations, corporations, community organizations, individuals, etc.) through appropriate stages of qualification, cultivation, solicitation and stewardship.
* Works with the CEO and Board to develop and initiate outreach to new funding sources including managing (in a timely fashion) identification, research, visit priorities and follow-up on individual, corporate and foundation prospects.
* Create, maintain and direct a timely, consistent, accurate and methodical system for cultivation, stewardship, donor recognition and response to donor concerns, requests and gifts.
* Actively serve as one of the primary solicitors of major donors.
* Maintain a portfolio of over 50 major donors with revenue goals and contact metrics. Increase donor retention to 40%. Add 250 new donors per calendar year.
* Manage the grants program, including the identification, solicitation, follow-up reports and stewardship of all grantors.
* Oversee the development calendar and ensure the accurate and successful submission of grant proposals and meet all grant deadlines.
* Manage and implement direct mail program for annual appeal, Capital Campaign or other fundraising initiatives as needed.
* Responsible for development of and overall management of fundraising database, managing maintenance, confidentiality, accuracy, and timely entry of donor records to ensure long-term organizational knowledge.
* Manage contracts with donor database vendor and other vendors as needed.
* Track and report results of all fundraising efforts to the CEO.
* Create powerful, compelling, written and oral communications for fundraising.
* Manage development operations, create an efficient and secure working environment.
* Create and implement planned giving program.
* Responsible for helping represent the organization, organize, plan and oversee three to four major donor events and multiple smaller donor events (including external community and donor events) throughout the year; duties include soliciting sponsors, recruiting attendees and/or teams, creating marketing materials, growing revenue and working with the media.
* Provide fundraising leadership and serve as support and a strategic partner to the CEO, Board, Fundraising/Event and Capital Campaign Committees, and relevant staff on a range of fundraising initiatives and programs, including strategy development and goals, donor research and identification, cultivation, and solicitation and stewardship to ensure success.
* Directly supervise the Development Communications Manager and additional, related positions as department grows.
* Identify, engage, develop and train staff and key stakeholders to support fundraising and outreach efforts and understand their role in development.
* Communicates with other departments and/or Board Committees around program priorities, grant requirements and the development and achievement of earned income goals.
* Serve as a member of the management team, attend meetings and work with the CEO and other directors to provide input, suggestions and recommendations and make sure Tulsa SPCA staff get timely updates on development activities.
* Work with CEO, Board and marketing team to develop and manage fundraising communications plan and marketing and messaging strategies, timelines and materials including proposals, promotional brochures, other written materials, signage, broadcast news, social media, video, e-mail and online promotions and appeals, phone messages, and other fundraising activities and initiatives to ensure that donors and all constituents receive consistent messages and appropriately timed solicitations.
* Prepare, submit, manage and monitor development department budget and assist in developing annual department and organizational budgets to understand program funding needs and create opportunities to attract major donor, corporate and foundation support.
* Other duties, responsibilities and special projects as assigned.

**QUALIFICATIONS**

* Bachelor’s degree required.
* Minimum 5 years of experience in nonprofit fundraising.
* Proven track record of successful fundraising (over 1 million annually).
* Experience in capital campaigns highly desired.
* Prefer someone with established, Tulsa-based relationships.
* Proven organizational and planning skills with the ability to manage a high volume of work, prioritize effectively to meet deadlines and pay attention to detail.
* Ability to understand the Tulsa SPCA’s finances and financial systems, manage philanthropy budget, and report on contributed income.
* High proficiency in Raisers Edge.
* Excellent interpersonal and problem solving skills; comfortable communicating with all levels of internal staff and donors.
* Innovative, creative and adaptable.
* Committed to the Tulsa SPCA mission.
* Ability to cultivate and steward major gifts ($25,000+).
* Must exhibit strong customer service skills; along with excellent verbal and written communication skills.
* Experience and knowledgeable with Windows based PC’s and Microsoft Office Suite.
* Must have a valid driver’s license and clean driving record and ability to pass a background check and drug screen.
* Availability to work varied and extended hours as required.
* Flexible and adaptable to fast paced environments, and stressful situations.
* Multi-tasker and self-starter, ability to learn quickly.
* Respect and passion for animals.
* Must remain professional, calm, polite, friendly and empathic at all times; even during stressful situations.

**WORK ENVIRONMENT**

* Office setting when not working offsite/onsite events or assisting with special projects.
* Exposure to odors, wet, humid, and dusty conditions, and airborne particles, fur, hair, animal waste, and various cleaning chemicals and supplies.
* May be exposed to sick, injured, and vicious animals.
* Ability to bend, walk, reach, push, pull, and sit for extended periods of time. Ability to hear, talk, and use hand dexterity, specific vision abilities required to include close vision and ability to adjust focus.