**Vice President, Philanthropy**

Job Title: Vice President, Philanthropy

Reports To: President/CEO

FLSA Status: Exempt Department: Development

# Summary

Reporting to the President/CEO, the Vice President, Philanthropy’s primary responsibility is the identification, qualification, cultivation, solicitation and stewardship of major and individual donors. He/she will be a member of the Senior Management team and provide overall strategic fundraising direction for the agency. Additionally, the VP will supervise the Director of Development who is responsible for day-to-day management of development operations, including annual giving, grants and special events. The successful applicant will have experience with donor relations, grants, corporate funding, special events, capital fundraising, planned giving and working with a Board of Directors.

# Responsibilities

* In collaboration with the development team, prepare and implement a fundraising plan consistent with the agency’s Strategic Plan
* Develop and implement a strategy to expand active donor base and re-engage lapsed donors.
* Personally solicit and steward major/individual donors through personal contact, including face-to-face visits, using a systematic moves management system.
* Effectively utilize a high-profile President/CEO who is a proficient fundraiser
* Provide overall guidance on development activities through supervision of the Director of Development and coaching other Development team members as appropriate.
* Support leadership staff, board members, development team and volunteers in all aspects of donor stewardship and solicitation; provide training as needed
* Prepare written materials, including relevant case statements, proposals and correspondence with major donors to inform them of the impact of their gift(s), and to keep them up-to-date about organizational happenings and client needs
* Participate in the design and implementation of events, tours and volunteer opportunities to keep current and prospective major donors informed and engaged
* Create and maintain systems for qualifying, stewarding, and securing planned gifts from prospects; participate in personal, face-to-face solicitation of planned gifts
* Oversee the preparation of all marketing collateral, including website
* Staff Board fundraising committees
* Coordinate with Accounting on internal processes such as check processing, grant compliance, etc.
* Establish procedures for recording and reporting gifts received
* Manage media relations for Serving Seniors, including doing radio and TV appearances to promote current organizational initiatives
* Demonstrate commitment to the values, vision and mission of Serving Seniors.

# Education/Experience

* Bachelor’s degree required from an accredited, four-year college or university
* Minimum of 10 years’ fundraising experience, including major gifts, planned giving, special events and grants
* Minimum of 5 years’ management experience, including demonstrated success coaching and mentoring development professionals
* Successful experience engaging Board Members in philanthropy

# Skills

* Superb interpersonal skills with both internal and external partners
* Excellent communication and public speaking skills, strong leadership and management skills, professional demeanor and a positive attitude
* Demonstrated ability to coach and mentor development team members
* Demonstrated success in planning, building, and implementing exceptionally strong relationships with individuals, businesses, and foundations in the San Diego region that have resulted in major philanthropic gifts
* Self-motivated, innovative, works independently, multi-tasks, with ability to prioritize work;
* A professional command presence and be patient, socially poised, mature, and willing to go the extra mile to gain results.
* Exceptional organizational skills and the ability to prioritize multiple tasks
* Proficiency in Microsoft Office and donor-tracking systems.

## Other Skills Include:

* Oral Communication Skills
* Written Communication Skills
* Telephone Etiquette
* Attention to Detail
* Diplomacy
* Professionalism
* Time Management
* Computer Literacy
* Ability to sit or stand for long periods of time
* Ability to lift up to 20 pounds

# Physical Demands and Work Environment

## Physical Demands:

While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel and talk or hear. The employee is frequently required to reach with hands and arms. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

## Work Environment:

While performing the duties of this Job, the employee is regularly exposed to normal risks of working in an office environment (e.g., risks due to heavy computer use).

Please send resume to jobs@servingseniors.org.