

The Vice President of Development oversees and manages the organizations' fundraising strategy, development, and execution. The Vice President of Development role requires an individual who is a strong leader, understands and is passionate about the mission and vision of West Cancer Foundation, and can articulate its mission to donors and prospects in a way that both educates and compels them to give. The successful candidate will have experience meeting six figure annual fundraising goals utilizing multiple fundraising channels.

#### Position Specific Competencies

- Strategy
  - Reports directly to the President, but also works with the Vice President of Operations, Director of Research, Grants and Strategy, Board of Directors and Marketing Team to develop strategies in fundraising channels to include but not limited to: direct mail, internet, email, workplace giving, monthly giving, telemarketing, planned giving and mid-level giving. Develops and implements a fundraising plan for each channel to achieve short-term and long-term goals. Develops annual fundraising budgets. Identifies, cultivates, solicits, and expands the number of individual annual, mid-level, and planned giving prospects and donors. Provides analysis and reporting on the overall performance of fundraising against goals and strategic plan. Stays apprised of advancements and changes pertinent to fundraising and development profession. Directs and leads adaptations to current strategies and practices in accordance with these changes and as necessary. Provides vision and direction to build and manage a full-scale development program. The Vice President of Development will also be involved in strategic planning process and other strategic decisions for the entire organization.
- Revenue Development
  - Building on a strong experience base and creative intellect, design and pursue growth strategies for existing fundraising channels. As part of senior leadership team, identify new opportunities to expand organizational funding from charitable or earned sources and design, plan and lead successful new fundraising channel initiatives based on well-crafted strategy.
- Branding and Marketing
  - Builds upon a branding strategy that supports all fundraising and program efforts. Understands, communicates, and enforces the organization's values, policies, guidelines and practices.
- Supplier Management
  - Directs procurement of all necessary outside resources for the execution and support of organization's fundraising efforts. Ensures adherence to organizational policies and procedures as well as the timely review of supplier needs and pricing through formal RFI and RFP practices. Collaborates with IT Department and outside experts to ensure seamless management and implementation of all Fundraising application technologies as critical components of the organization's capacity to raise funds.
- Donor Relations and Cultivation
  - Creates, implements, manages, and assesses a comprehensive donor relations plan to support organization's fundraising efforts including responding to donor concerns and/or requests, gift acknowledgements, program information and stewardship. Fosters a positive, ongoing relationship with donors and ensures a long-term relationship is forged by maintaining contact and proactively educating donors on outcomes and results of WCF's efforts. Designs and implements growth and retention strategies with existing donors and opportunities to forge new donor relationships. Oversees development of and manages donor and fundraising events.
- Leadership and Team Development
  - Serves as a key leadership team member and active participant in making strategic decisions regarding PWNA's revenue development strategy. Manages and nurtures the Development staff, including hiring, training, and evaluating performance. Contributes to continued growth of organization through team development, participation in senior leadership team discussions and Board of Directors decisions. Serves as staff resource for the Board's Development Subcommittee.
- WCF Signature Fundraising Event: Responsible for overall success of event

#### SKILLS REQUIRED

##### Education and Experience

- Bachelor's degree
- At least 15 years fundraising and development experience in progressively responsible leadership positions with at least 10 years in a senior leadership role overseeing all revenue enhancing initiatives.
- Verified record of meeting or exceeding measurable fundraising goals in a medium, fast-paced nonprofit environment.
- Strong background managing all aspects of fundraising including high net worth

- individuals, foundation and corporate relations, direct mail, and telemarketing.
- Experience creating budgets and forecasting revenue.
- Proficiency with fundraising applications using available data to perform comprehensive donor data analysis and reporting.
- Strong understanding of data utilization and management, as well as the effective use of fundraising technology and data for strategic operations and decision making
- Experience supervising and managing a growing team with demonstrated ability to work collaboratively, delegate responsibility, and inspire, engage, and motivate staff.
- Successful experience with large-scale athletic fund-raising event

#### Skills

- Highly creative and entrepreneurial individual who is an analytical thinker and a strong fundraiser with a passion for connecting people with WCF's mission and programs.
- Excellent written and oral communication skills with the ability to engage and inspire a wide range of audiences.
- Is flexible and provides creative approaches to challenges and opportunities.
- Skills in managing and supervising a multi-channel development team with a focus on professional development.
- A high standard of professional and ethical conduct, integrity, and accountability.
- Proven experience working with all levels of volunteers.

#### Preferred Qualifications

- Master's degree in business, communications, or a similar field.
- Knowledge of Virtuous CRM
- Significant knowledge of "cutting edge" best practices in charitable fundraising
- At least 5 years of experience at the executive level in Development
- Experience developing or working with a planned giving program.

#### Salary

- \$90,000 – 100,000 annually plus benefits

#### Work Environment/Physical Demands/Travel

- Typical office environment with moderate noise level
- Ability to work a flexible schedule, including evenings and weekends.
- Valid driver's license and reliable transportation
- Ability to stand, walk, reach, climb or balance, stoop or crouch, hand/wrist use, talk, see, and hear for extended periods of time.
- Ability to lift 50lbs.

To apply, please send your resume to [Kristin.Lockhart@adamskeegan.com](mailto:Kristin.Lockhart@adamskeegan.com) or apply through this link <https://app.loxo.co/job/MTAyMDItMjA3bnRjM3EyZzJjZ3k5eQ==?t=1707940185904>