

Job Title: Vice President of Advancement & External Relations

Salary: \$115,000 - \$125,000

Reports To: President & CEO

Work Arrangement: In person, full-time

JOB SUMMARY:

The Vice President of Advancement & External Relations (VPERO) leads Communities in Schools of Pennsylvania's fundraising, external relations, and communications strategy and serves as a key member of the organization's Executive Leadership Team.

This role is both a strategic leadership position and a frontline fundraising role. The VPERO is responsible for developing and executing CISPA's advancement strategy while also directly generating revenue through the cultivation, solicitation, and stewardship of individual donors, corporate partners, and philanthropic funders.

The VPERO will personally manage a portfolio of major donors and prospects, regularly solicit gifts and sponsorships, and lead efforts to expand CISPA's funding base. This individual will be accountable for meeting annual fundraising goals and ensuring the organization achieves its revenue targets.

The VPERO also oversees the organization's institutional funding strategy, including foundation, corporate, state, and federal grant opportunities, working closely with the Director of Institutional Giving to expand CISPA's grant portfolio and pursue new public funding opportunities.

The VPERO provides strategic leadership for CISPA's marketing and communications strategy, ensuring that storytelling, brand positioning, and public visibility support fundraising and partnership goals.

The VPERO oversees CISPA's advancement team, including the Director of Institutional Giving and Director of Marketing & Communications, ensuring strong alignment between fundraising, communications, and external engagement efforts.

ESSENTIAL JOB FUNCTIONS:

Fundraising Leadership & Revenue Generation

- Lead the development and execution of CISPA's comprehensive fundraising strategy to support organizational growth and long-term sustainability.
- Personally manage and grow a portfolio of major donors, corporate partners, and prospective funders, regularly cultivating and soliciting philanthropic investments.
- Identify and secure new funding opportunities across individual, corporate, and government sectors.

- Maintain accountability for achieving annual fundraising and revenue goals aligned with CISPA's operating budget and strategic priorities.
- Lead corporate sponsorship development and fundraising efforts associated with organizational events and initiatives.

Institutional Funding & Grant Strategy

- Provide strategic leadership for CISPA's institutional funding portfolio, including foundation, corporate, state, and federal grant opportunities.
- Work closely with the Director of Institutional Giving to strengthen and expand CISPA's grant pipeline and pursue new public funding opportunities.
- Cultivate relationships with institutional funders and public-sector partners to support long-term program sustainability.

External Relations & Partnership Development

- Build and maintain relationships with corporate partners, philanthropic organizations, community leaders, and other key stakeholders.
- Represent CISPA in external meetings, community events, and partnership discussions.
- Work with the President & CEO to cultivate strategic partnerships that expand CISPA's visibility and philanthropic support.

Marketing & Communications Strategy

- Provide strategic leadership for CISPA's marketing and communications strategy to support fundraising, donor engagement, and brand visibility.
- Oversee messaging and storytelling that communicates CISPA's impact to donors, partners, and the broader community.
- Collaborate with the Director of Marketing & Communications to strengthen CISPA's public presence and engagement.

Team Leadership & Management

- Directly supervise the Director of Institutional Giving and Director of Marketing & Communications.
- Foster a collaborative, results-oriented advancement team culture focused on fundraising success and external engagement.
- Establish performance expectations and support staff development while ensuring alignment between fundraising activities and organizational priorities.

Executive Leadership

- Serve as a member of CISPA's Executive Leadership Team.
- Contribute to organizational strategic planning and decision-making.
- Work collaboratively with leadership colleagues to ensure alignment between fundraising strategy and organizational priorities.

QUALIFICATIONS, EDUCATION, AND EXPERIENCE

- Bachelor's degree required; master's degree preferred in nonprofit management, business administration, communications, or related field.
- Minimum 7–10 years of progressive fundraising or advancement experience, with demonstrated success securing philanthropic support from individuals, corporations, and foundations.
- Proven experience managing a portfolio of donors or prospects and successfully soliciting major gifts or sponsorships.
- Demonstrated ability to develop and implement fundraising strategies that increase revenue and diversify funding sources, including experience with institutional funding such as foundation, corporate, state, or federal grants.
- Experience leading or supervising advancement, development, or communications staff.
- Strong relationship-building and communication skills, with the ability to cultivate partnerships and effectively articulate organizational impact to donors and stakeholders.
- Strategic thinker with the ability to translate organizational priorities into actionable fundraising and partnership strategies while collaborating effectively with executive leadership.
- Access to a reliable vehicle and willingness to travel regionally required
- Ability to attend evening or weekend meetings and events as required.

REASONABLE ACCOMMODATION

Communities in Schools of Pennsylvania will make reasonable accommodations to enable individuals with disabilities to perform the essential functions of the job.