
Job Title: Vice President of Development
Division: Development
Department: Officers
Supervisor: President
Classification: Exempt

POSITION SUMMARY

The Vice President of Development reports to the President and serves as a member of the Senior Leadership Team. The VP of Development works with their team to advance all areas of support and donor relations for Marbridge, focusing on relationship building with individuals, foundations, and corporations through special events, cultivation activities, and other development programs.

This position is responsible for the overall implementation of a relationship building fundraising model, which is the primary method of fundraising and donor cultivation. With a relationship building fundraising model, the goal is to create a culture of philanthropy with donor cultivation, major gifts, and a legacy of funding that outlasts the lives and tenure of any one individual or group. A strong passion for individuals with intellectual and developmental disabilities, as well as believing in Marbridge Foundation’s mission is crucial.

ESSENTIAL DUTIES & RESPONSIBILITIES

- Identify, engage, and develop existing relationships and seek financial support from new prospects according to the goals in the Development Plan.
- Conduct research and develop relationships with current and prospective corporate and individual donors.
- Maintain and manage pipeline activities and a cultivation calendar to determine cultivation levels for all donors.
- Design and implement the annual giving campaign by utilizing the fundraising model to increase both the amount of funds raised each year and the number of donors.
- Develop and direct the capital campaign in support of the Master Architectural Plan.
- Develop and implement strategies to meet the department's annual budget goals.
- Travel when necessary to cultivate and seek financial support.
- Oversee all fundraising events and coordinate annual 3rd party events, such as golf tournaments, the Volunteer Appreciation event, family dinners, etc.
- Develop and seek sponsorship opportunities and ensure adequate recognition.
- Assist with post-event follow-up, evaluation, and recognition for all events.
- Develop and implement a comprehensive marketing program to support the corporate strategic plan. Responsible for managing and directing all Marbridge internal and external communications such as the Marbridge LIFE quarterly publication, Marbridge LIFE lines

monthly email, the Marbridge website, and other published articles to ensure proper branding. In addition, develop and maintain the Marbridge Marketing Standards.

- Follow and enforce the Marbridge Foundation policies and procedures set forth in the Marbridge Foundation Policy and Procedure manual and the Marbridge Employee Handbook to assure the safety, well-being, and happiness of the residents. Lead by example by adhering to these policies and procedures and ensuring team-wide compliance.
 - Cultivate a high-performance Development team by recruiting, training, and retaining skilled and motivated employees.
 - Evaluate the performance of each member of the Development Team periodically and discuss the evaluation with the employee.
 - Support and encourage training opportunities for Development Team members pertaining to their job.
 - Establish and maintain good customer relationships with residents, families, and donors. Encourage open communication between families, residents, donors, and directors, and act as a liaison to support the needs of the residents and staff.
 - Establish and maintain relationships with vendors, agencies, and other relevant organizations that are important to the continued progress and success of the Marbridge Foundation.
 - Performs other job-related duties as assigned.
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PHYSICAL REQUIREMENTS

Those that are present in normal office environment conditions and infrequently may involve lifting, bending, stooping, reaching, frequent walking and sitting for extended periods of time; must be able to lift up to 10 pounds; requires normal range of hearing and vision; use of personal computer and telephone (eye and hand strain).

SUPERVISORY RESPONSIBILITIES

Responsible for supervising the Director of Marketing and Communications, the Development Associate, and the Grant Writer.

WORKING CONDITIONS

Work schedule to be determined by supervisor. Occasionally called upon to work different days, evenings or odd schedules. Must be flexible to travel out of town for recruiting events, company events, or development events. Works in an office setting; provides campus tours to visitors. The Vice President of Development position is an active position requiring travel on a regular basis.

EDUCATION, EXPERIENCE & SKILLS REQUIRED

- A bachelor's degree from an accredited college preferred; a master's degree is a plus.
- Must have at least 5 years of fundraising experience, event planning, marketing, or public relations, preferably within a nonprofit organization.
- Must have the ability to effectively supervise others and delegate authority.
- Must be able to perform under pressure and adapt to changing situations.
- Must be able to effectively communicate with others orally and in writing.

- Must have the ability to work with deadlines and understand budgets.
 - High energy professional with outstanding talent and vision.
 - Computer Skills: Strong computer proficiency with all MS Office suite of products (Word, Excel, PowerPoint, and Outlook), database applications, and fundraising software. Knowledge of Bloomerang fundraising software is preferred.
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SALARY:

\$130,000-\$140,000/year based on experience

INTERESTED:

To apply, please send your resume and cover letter to Megan Salyer, Vice President of Human Resources, at msalyer@marbridge.org.
