



POSITION DESCRIPTION

Senior Vice President of Development (Cincinnati & Dayton)

Full-time position

Location: Hybrid; located at 3458 Reading Road, Cincinnati, Ohio 45229

Reports to: This role reports to the President & CEO

Manages: This role will manage a department of 5 – 6.

Department: Development

Position Overview:

As the Vice President of Development, you will oversee the Urban League's (ULGSO) fundraising, grant operations, and donor relationships. This role will be a critical member of the Executive Leadership Team (ELT) and will identify, shape, and implement development strategies for ULGSO, communicate organizational community impact objectives to donors and donor prospects, and work collaboratively with other senior team members to diversify our revenue streams and increase donor engagement in the Cincinnati and Dayton areas. The VP of Development will develop a visible presence within the business, foundation, and individual donor communities and maintain a team (paid staff and volunteers) to support financial development and donor relationship objectives to grow our financial resources and expand our donor network.

The VP of Development will lead ULGSO's Development department, including the Senior Director of Development, Development Operations Manager, Development Officer, Senior Grants Manager, and Grant Writer.

What you'll do:

- Strategic Leadership –
 - Set goals and oversee ULGSO's development strategies and initiatives. Ensure all fund development is executed in alignment with our mission and values, increases revenue, and encompasses our Dayton market.
 - Collaborate with other senior team members, Board Trustees, and the Development department to develop annual and multi-year strategic plans, including themes and messages, to engage donors and increase participation.
 - Plan and execute endowment and/or capital campaigns resulting in revenue to support the operations and administration of ULGSO.
 - Work with the Finance department to prepare forecasts and annual budgets related to fund development: this includes reporting variance to those forecasts on a monthly and quarterly basis and making necessary adjustments.

- Recruit, train, and support development volunteers.
- Manage the Development department staff members.
- Work closely with the External Relations department to execute annual donor-specific events to ensure quality and alignment.
- Donor identification, cultivation, solicitation, and stewardship –
 - Serve as the primary donor relationship manager. Manage a portfolio of donors and potential donors.
 - Develop strategies and initiatives that cultivate and solicit new donors, foundations, and businesses including major gifts and planned giving prospects to achieve annual goals.
 - Create and implement initiatives to assess and consistently improve donor satisfaction.
 - Assist other leaders with potential donor cultivation including providing written communications and other materials to assist donor engagement.
 - Lead and execute ULGSO's donor recognition efforts and new promotions such as "in honor" gifts or "in memory."
- Grant Management –
 - Provide strategic leadership over the grants team. Identify grant opportunities and write proposals. Assist staff members with grant knowledge and annual grant requirements.

What you'll need:

- Minimum of 10 years of results-oriented, progressive non-profit development experience.
- Extensive management and fundraising experience including planned giving, major gifts, and capital campaign management with proven success.
- Prior experience in supervisory roles and building effective teams.
- Must have a customer-focused approach and ability to manage multiple projects in a constantly changing environment.
- Personable and demonstrates high levels of integrity and honesty.
- Project management skills.
- Ability to think strategically and implement operationally.
- Demonstrated leadership and team-building skills.
- Ability to conceptualize and articulate strategies of fundraising and the ability to mentor and develop staff.
- Strong financial skills including developing budgets and creating reports that clearly present our fundraising activities.
- Strong computer skills including Microsoft Office and other business and development-related software.
- Ability to travel between the Cincinnati and Dayton areas.

Working environment:

This is a full-time, in-person position located at 3458 Reading Road, Cincinnati, Ohio 45229. This position requires regular sitting or standing for long periods at a computer; frequent bending, twisting, stooping, and crouching while working at a desk; filing and record handling; regular use of both hands/arms in reaching, handling, grasping, and keyboarding while using a variety of office equipment; frequent use of a telephone and computer to communicate with coworkers and the public; regular standing to use a variety of office equipment; occasionally will lift and carry items up to 30 pounds; regularly communicate in oral and written form with coworkers and with the general public, constant reading, and interpretation of documents.

Salary information:

The estimated salary range for this position is \$125,000 - \$150,000 a year. Actual compensation is based on factors such as the candidate's skills, qualifications, and experience.