



Job Title – Vice President, Development

Reports To: President & CEO
Direct Reports: 1

Location: Atlanta, GA
Financial Target: N/A

Key Role

The Vice President of Development creates and implements plans that secure the resources needed to deliver GCAPP’s mission to the community. The Vice President collaborates with organizational leaders to develop fundraising plans that include sustainable sources of revenue from board members, individual donors, foundations, corporations/businesses, government agencies, and events. The Vice President is a member of the senior leadership team of the organization. The VP collaborates with organizational leaders to develop fundraising plans that include sustainable sources of revenue from constituents. The VP develops and leads a comprehensive annual appeal program, focus on upgrading existing individual and institutional donors, and increasing average gift amounts to build the base of donors with the eventual goal of retaining an ever-increasing number of regular supporters and building a broader and more generous major gifts pipeline. The incumbent will solicit and maintains high-level foundation, government, corporate, and individual donors by developing year-round business and cultivation plans ensuring superior customer relations to achieve fundraising goals. This role oversees the overall function of the annual fund program while working collaboratively with the senior leadership team and Board of Directors to retain donors. The Vice President of Development has one direct report and provides staff development for the Development Coordinator.

Essential Functions

Under the leadership of the President and CEO, the Vice President of Development is responsible for the fundraising program of GCAPP. This includes the following activities, represented as a percentage of time.

- Establish annual and multi-year fundraising plans that align with GCAPP’s five-year strategic Plan, Impact 2025.
- Cultivate and solicit a portfolio of approximately 200+ major gift prospects, which includes high-net worth individual donors, foundations, and corporations. (50%)
- Work with the senior leadership team and board to accomplish the short and long-term fundraising objectives by arranging donor visits, generating ideas for prospective donors, and creating cultivation plans for existing and prospective donors. (20%)
- Provide context and guidance for the organization’s communications so that fundraising messages are received by the organization’s constituents. (20%)
- Manage and supervise the development team, and work with the Development & Marketing Committee comprised of board members and other volunteers. (10%)

Key Responsibilities

Strategic Planning

- Collaborates with President and CEO and Board of Directors to ensure the strategic plan related to fundraising and development is delivered on time and within scope and budget.
- Provides updates on Resource Development Plan progress, timelines, and dashboard related to fundraising and follows up with team members, as needed.
- Ensures fundraising and development priorities and projects related to strategic plan are managed effectively by modifying plans and actions as required.
- Provides consultancy to Development & Marketing Committee and the Board of Directors.

Fundraising – Annual Fund

- Works closely with the President & CEO, board members and senior staff to accomplish fundraising objectives.
- Develop and execute annual direct mail campaigns, and other face-to-face, print, and online solicitations for individuals annual fund and related fundraisers, such as the Power Society Annual Fund.
- Provide active leadership in the research, identification, and analyze major donors and execute solicitation strategies.
- Manage a portfolio of 100+ donors to identify, cultivate, steward, and solicit individual donors for the annual fund goal.
- Develop and implement ongoing donor cultivation, stewardship, and engagement events.
- Research new potential sources of support and implement strategies for introducing them to GCAPP.
- Promote GCAPP as its representative to the community in networking opportunities and presentations reaching target audiences (potential individual donors and sponsors).
- Development and implement an annual moves management plan to advance the portfolio through stewardship and cultivation opportunities.

Events Fundraising and Management

- Oversee the planning and execution of the organization's annual signature fundraising event, the EmPower Party.
- Supervise consultants for major fundraising special events that manage event details and logistics both internally and externally, with necessary vendors, partners, and internal participating GCAPP departments.
- Provide active leadership in securing gifts from high net worth individuals and corporations to meet the revenue goal for major events.
- Draft agreements for events services and special guest appearances/speakers and manage agreement procedure ensuring that all documentation is received in order to execute events.
- Recruit and manage volunteer committees related to fundraising events.
- Create and provide full recaps of each fundraising event.

Corporate, Foundation, and Institutional Fundraising

- Responsible for a portfolio of 100+ corporate, foundation, and institutional donors securing 6-7 figure gifts and grant awards.
- Ensure the management of the portfolio to facilitate 1:1 visits/phone conversations, regular communications, and quality stewardship.
- Develop foundation and institutional funding strategy in support of the organization's priority programmatic initiatives.
- Serve as key liaison with program subject matter experts to ensure funding priorities align with the strategic plan, Impact 2025.
- Serve as subject matter expert and maintain knowledge corporate and foundation funding landscape in order to identify new and untapped funding opportunities.
- Lead the cultivation, solicitation, and stewardship of institutional donors in support of the organization's revenue target.
- Build and maintain effective relationships with senior level grant makers and program officers through thoughtful cultivation and stewardship, engaging GCAPP program experts and senior leadership as appropriate.
- Establish team as industry leaders by staying abreast of trends and interests in the philanthropic community and through knowledge sharing.
- Set annual revenue goals for corporate, foundation, and government fundraising and drive all budgeting and forecasting exercises on behalf of department.
- Conduct debrief meetings with President & CEO and volunteer leadership after external meetings with corporate, foundation, institutional, endowment and planned giving prospects.
- Develop solicitation materials (letters, proposals, and presentation decks) for corporate, foundation and endowment requests.
- Facilitate institutional fundraising meetings and serve as the primary relationship manager.

- In conjunction with the Grant Writer, serve as the lead for bi-weekly grant meetings and oversee successful completion of proposals and reports.

Administration

- Develop and execute an annual resource development plan, including major gifts, annual campaign, and special events.
- Oversee acknowledgement of gifts, donors, development volunteers; leads/plans donor recognition.
- Produce reports on fundraising progress and analyze and recommend adjustments to the fundraising strategy for individual donors.
- Oversee fundraising database; generate fundraising reports for board and accounting.
- Oversee research funding sources and trends for individuals and corporations, with foresight, to help position GCAPP ahead of major funding changes or trends.
- Monitor expenses and payments for all fundraising events and annual fund expenses.
- Assures donor confidentiality as well as the confidentiality of the projects undertaken by conducting all personal contacts and communications with donors in a professional manner.
- Maintains confidentiality of sensitive information and utilizes a high degree of discretion.
- Ensures compliance with fundraising standard operating policies and procedures.
- Performs all other duties as assigned in the fulfillment of the mission, core values and strategic direction of GCAPP.

Key Relationships

- GCAPP senior leadership team and direct reports
- GCAPP Board of Directors and Advisory Council Members
- High-net worth individuals
- Georgia philanthropic community (foundations, government agencies, corporate social responsibility executives)
- Development and communications professionals
- GCAPP Staff

Desired Qualifications

Essential

- Bachelor’s degree required
- Minimum 5-10 years of experience supporting and interacting with C-level executives and Board of Directors
- Experience tracking key deliverables and following up on outstanding items
- Highly organized multi-tasker who works well managing competing priorities
- Knowledge in the following areas below:
 - Development, fundraising, donor relations, philanthropy
 - Event planning
 - Relationship management, donor cultivation/stewardship
 - Public affairs and community relations
 - Brand management and strategy
 - Internal, external, executive and change communications
 - Social media (including intranet and Internet management)

Desirable

- Solid project management skills
- High sense of individual accountability
- Ability to set and manage expectations at all levels
- Ability to work and thrive in a fast-paced environment

Skills and Abilities

Essential

- Strong customer service, interpersonal and collaboration skills
- Excellent verbal and written communication skills

Desirable

- Strategic thinker
- Ability to anticipate needs

<ul style="list-style-type: none"> • Solid judgement and ability to handle confidential information and situations • Sharp organizational and time-management skills • Attention to detail and accuracy • Able to formulate a clear point of view • Embraces diversity • Successfully manages complex, emerging projects • Meets critical deadlines 	<ul style="list-style-type: none"> • Up-to-date knowledge of technology software programs that maximize efficiency • Builds strong working relationships and partnerships
<p>Personalities</p>	
<p>Essential</p> <ul style="list-style-type: none"> • Team player, organized, good listener, collaborative • Proactive with a strong sense of initiative and ability to work independently • Ability to work with strong personalities and different work styles 	<p>Desirable</p> <ul style="list-style-type: none"> • High sense of self awareness • Ability to give, ask for and accept feedback