



VOICES FOR CHILDREN, INC.
JOB DESCRIPTION
JOB TITLE/ASSIGNMENT

EMPLOYEE:

JOB TITLE: Director of Development

REPORTS TO: Vice President of Philanthropy

STATUS: Full-time, non-exempt

OVERVIEW OF THE POSITION

Reporting to the Vice President of Philanthropy, the Director of Development is responsible for the management, evaluation, and expansion of fundraising programs that build and strengthen connections to potential and existing volunteers and donors and increase VFC's revenue. This position works to assess, plan and execute all Special Events, as well as build long-term plans for event and revenue growth.

Key metrics for success in this role include driving fundraising campaigns, managing Development staff, staffing high-level volunteer committees, soliciting corporate sponsors and major donors to reach financial goals. The majority of performance is based on campaign and staff management, as well as aggressive revenue generation.

ESSENTIAL DUTIES

ESSENTIAL JOB FUNCTIONS:

1. Strategic Leadership – 20% of time

- a. In partnership with President/CEO and Vice President of Philanthropy, develop special event goals, budgets and forecasts. Year-over-year 20% minimum special event revenue growth in the market is expected.
- b. Implement, teach and enforce VFC's fundraising best practices to achieve aggressive revenue goals.
- c. In concert with President/CEO and Vice President of Philanthropy utilize VFC's management tools to lead Development staff in effective execution, soliciting, and tracking of all fundraising activities for fundraising success.
- d. Develop recruitment plans for sponsorship, corporate teams, and individuals for each market special event.
- e. Develop gap-to-goal/contingency plans, as needed, to successfully complete fundraising activities and goals.
- f. Assume bottom line responsibility for all special event income goals and act as a fundraising resource for Development staff throughout the organization.

2. Fundraising & Volunteer Cultivation– 45% of time

- a. Ensure revenue goals are attained by identifying, recruiting, managing and stewarding high-level volunteer committees (Executive Leadership, special event co-chairs, etc.).

- b. Identify gala honorees and pledge event chairs to generate a minimum of \$2M in direct revenue.
 - c. Identify and recruit potential Community Advisory Council or Board members through high-level volunteer recruitment efforts.
 - d. Build relationships with key corporate leaders and cultivate, secure and elevate sponsorships.
 - e. Recruit, cultivate and lead campaign participants by implementing best practice strategies and relationship cultivation activities for successful participant fundraising, acknowledgement and retention.
 - f. Engage special event co-chairs and sponsors in face-to-face meetings and presentations.
- 3. Staff Management & Operational Efficiency – 25%**
- a. Hire, coach, and manage Development team to achieve event and revenue goals, which includes directly implementing all market special events and related activities.
 - b. Develop, monitor, and evaluate an annual working plan with individual dollar and volunteer recruitment goals for each Development staff.
 - c. Lead weekly meetings with the Development staff to strategize on solicitations, participant recruitment, volunteer management and event execution.
 - d. Manage special event budgets to keep expenses below 10-25%.
 - e. Contribute to market-specific marketing and communications collateral for all events in partnership with President/CEO and the VFC Marketing Team.
- 4. Community Engagement & Advocacy Partner – 10% of time**
- a. Learn foster care issues from VFC's Program Team and Advocacy Director to empower Development staff to show organizational value to donors and event participants.
 - b. Partner with VFC staff to infuse mission elements to all special events.
 - c. Collaborate with VFC's Marketing Team as ambassadors of the VFC mission and speakers for internal kick-offs, lunch and learns, presentations, events and other public events.
 - d. Support Advocacy initiatives by being informed and working to support initiatives under the guidance of VP of Philanthropy.

REQUIRED SKILLS

Education

BA or MA degree preferred

Work Experience

- 7+ years of relevant experience
- Prior experience in all of the fundraising events or pledge-based events is helpful
- Experience in major giving and working with corporate sponsors, general fundraising, and marketing & communications experience
- 2+ years of experience managing staff

Knowledge/Skills

- Ability to manage time effectively
- Ability to meet concurrent deadlines

- Ability to communicate with multiple audiences (e.g. internally within departments and the organization, externally with donors, sponsors, volunteers, vendors)
- Manage multiple activities, and communicate the VFC Mission to ensure successful events
- Must have experience in working with people of diverse backgrounds
- Excellent oral and written communication skills
- Must be proactive and service oriented
- Strong problem solver
- Demonstrates initiative
- Manage multiple projects

PREFERRED SKILLS

- Experience in donor management software (Raiser's Edge & Salesforce.com)
- Development experience with an emphasis on annual giving programs and donor relations and stewardship
- Prior experience in a non-profit organization

SPECIAL REQUIREMENTS

- Able to work a flexible schedule based on workload and deadlines
- Ability to travel and work after hours for donor visits and events
- Access to own transportation for business usage
- Valid California driver license and automobile insurance are required. Must meet all screening requirements as set forth in the California Rules of Court, Rule 5.655.
- Satisfactory completion of the Voices for Children background check
- Strong computer skills and ability to use existing technology to achieve desired results

Voices for Children is an equal opportunity employer. All aspects of employment including the decision to hire, promote, discipline, or discharge, will be based on merit, competence, performance, and business needs. We do not discriminate on the basis of race, color, religion, marital status, age, national origin, ancestry, physical or mental disability, medical condition, pregnancy, genetic information, gender, sexual orientation, gender identity or expression, veteran status, or any other status protected under federal, state, or local law."