



VP of Development (FT salaried)

Position Summary:

Responsible for planning, implementing, and directing a comprehensive fund development program with the CEO, board and applicable staff, through a wide array of funding opportunities, individual giving and special events; compliant to requirements of Girls Inc. national, to meet the current and future growth needs of the local organization.

Reports To: The Chief Executive Officer

Principal Responsibilities:

- Develops strategies to maintain and increase financial support from individual givers, corporate donations, grants and other sources.
- Maintains Bloomerang donor software including data, generation of reports and analysis.
- Assists in the development and design of fundraising materials.
- Sets up meetings with prospects and donors and helps cultivate new prospects to help sustain and/or increase giving. Assists and includes board members and CEO, in cultivation activities as applicable.
- Assists in recruiting sponsors, participants and volunteers for fundraising efforts.
- Works with board fund development committee, other board committees and board members as applicable.
- Researches grants, foundations and other sources for funding opportunities. Completes funding and grants applications and requests. Provides required reporting and follow up.
- Develop fundraising activity plans, with CEO and Fund Development Committee that maximize community participation, contributions and minimizes cost.
- Plan, track and analyze fund raising activities and special events.
- Develop acquisition, cultivation and follow up plan of prospects and donors.
- Implement donor acknowledgment and recognition functions and activities.
- Helps create public relations strategies including the creation of market materials and media.
- Represents Girls Inc. at community functions maintaining positive relations to increase visibility and the support of the organization's mission. Creates and gives presentations as applicable.
- Conducts and provides research such as local demographics, trends and factors pertinent to the organization's mission.
- Participates in training and development to further the mission and fund-raising efforts of the organization.
- Provides necessary reports/ data for staff and volunteers for board and committee meetings.
- Serves as a member of the executive management team and engages in strategic visioning, planning and related activities as applicable.
- Performs all other duties as delegated by the CEO.

Qualifications:

- Bachelor's Degree in related field preferred, or combination of education, training and experience.
- Excellent oral, written and technical communication skills.
- Ability to develop positive working relationships with others including staff, board, volunteers and community members.
- Strong computer skills.
- Knowledge of community and resources.
- Knowledge of fund/resource development and marketing.
- Strong organizational and recordkeeping skills.
- Demonstrates a strong commitment to the mission of Girls Inc.

To Apply: Please send resume to tish@girlsincowensboro.org.