

## **WOMEN HELPING WOMEN: JOB DESCRIPTION**

### **POSITION TITLE: Vice President of Philanthropy**

**FUNCTION:** The Vice President of Philanthropy's overall responsibility is to secure philanthropic investment by donors to advance Women Helping Women's mission. The VP of Philanthropy works with internal and external stakeholders to build a culture of philanthropy that is rooted in strong, authentic relationships and a shared vision in WHW's impact. The VP of Philanthropy must be a strategic, visionary thinker and communicator that builds, sustains, and amplifies strong, authentic relationships with current and prospective donors. This position will lead and amplify the Agency's Strategic Plan Pillar, "Liberated Funding" to create fund development partnerships that increase the assets of WHW, and market its services to prospective and current donors, foundations, corporations, professional advisors, and others.

The VP of Philanthropy is a senior leadership position that will drive philanthropic strategies to the next level for WHW. This role is responsible for executing and owning best-practice Development strategy, principal gift raising, and donor relations. The VP of Philanthropy will lead principal gift strategy to identify, cultivate, solicit, and steward donors capable of making six-figure+ gift commitments. The position will elevate and navigate comprehensive fundraising planning and advance diversity, equity, and inclusion in the context of philanthropy ethically.

The VP of Philanthropy must be a sophisticated relationship-builder who is able to adapt their communication style to work effectively with a wide variety of internal and external stakeholders with multiple priorities, including the President/CEO, Board of Directors, other members of the senior leadership team, as well as a very diverse set of fund holders and fund development prospects.

### **KEY LEADERSHIP RESPONSIBILITIES:**

#### **Strategic Execution:**

- Collaborate with the CEO, staff, and governing board to facilitate the development and implementation of both short and long-term Philanthropic Strategic Goals.
- Create and lead overall resource development strategies for individuals, corporations, agencies, and foundations, including major prospect cultivation, planned to give, and resource development events
- Develop and monitor WHW's fund development plan, including strategic goals and objectives to ensure appropriate, organizationally effective and timely growth to further WHW's mission.
- Establish a diverse portfolio of donor sources and philanthropic strategies designed to attract and retain donors and engage donors, partners and investors effectively.
- Devise and execute a corporate giving program that provides corporate foundation grants, sponsorships as well as in-kind support/volunteer/relationship engagement

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### **Relationship Amplification:**

- Identify new major prospects to increase the number and size of funds, expand WHW's pool of unrestricted funds, and diversify the relationship base throughout the region.
- Cultivate major prospects and help solicit current or planned gifts in collaboration with board members, the President/CEO.
- Foster a culture of philanthropy and ensure that fund development efforts align with WHW's values, vision, and mission.
- Nurture relationships to guarantee sustained commitment from donors, partners, and funders, fostering amplified support for WHW's mission
- Serve as an external ambassador and make direct major gift solicitations and presentations on behalf of the organization.
- Provide leadership to all fundraising and cultivation events

### **Systems:**

- Develop and maintain advanced prospect management and analysis systems.
- Conduct research to identify high-net worth individuals and corporations to support growth campaigns and the organization's fundraising appeals and special events
- Develop and implement performance metrics, continually monitoring the results to evaluate the overall effectiveness of philanthropic strategies.
- Manage the operations development function efficiently and oversee development activities in coordination with staff.
- Maintain accountability and ensure compliance with all regulations and laws and the code of ethics for fundraising professionals.
- Participate in developing the annual operating budget and oversee and report on progress on meeting budget projections. Responsible for the implementation and monitoring of the philanthropic Strategic budget.

### **Qualifications:**

- Bachelor's degree; master's degree [or experience equivalent] and/or CFRE desirable.
- Five+ years' experience in leadership level in philanthropic strategies. Extra consideration given to leading development efforts in an entrepreneurial nonprofit environment.
- Demonstrated success in networking to build creative and mutually beneficial business relationships within the corporate, public, and nonprofit sectors.
- Track record of working with individual, family, corporate, foundation, and government sources, and proven ability to expand and cultivate donor relationships over time. Proven experience and knowledge of the full spectrum of development, including planned giving, gift solicitations, stewardship, donor recognition and administration. 5+ years of development, fundraising, communications, and management experience in a non-profit or for-profit organization
- Proven track record of relationship management, direct fundraising with individuals, corporations, government entities, and managing a funding portfolio that has grown over time

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- Ability to manage and motivate others, collaborate across an organization, work independently, take personal accountability, lead philanthropic strategies
- Demonstrated commitment to WHW's work, mission, and the population it serves
- The VP of Philanthropy must have a proven track record of success developing and leading best-in-class philanthropic strategies.

**OTHER REQUIREMENTS:** To facilitate Agency effectiveness, may be expected to take on other duties as assigned. Availability of transportation to provide community service is required.

**ACCOUNTABILITY:** President & CEO  
**HOURS:** Full Time  
**PAY BASIS:** Exempt, Starting salary 90000  
**BENEFITS:** As stated in the current Human Resources Policy Handbook  
**SUPERVISION:** Development Director  
**PARTNERSHIPS:** Executive Team, Leadership Team, Board, Development Team.

Women Helping Women believes in equity and inclusion and welcomes diversity of experience and expression at the agency in recruitment, hiring, training, compensation and promotion of diverse talent at the Agency. In other words, WHW is an equality and equity opportunity employer.

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