

Vice President, Development Job Description

Employment Type: Full-time

Start Date: Immediately

Location: New York

Application Process: Applications will be reviewed on a rolling basis.

Position Summary

xx is seeking a vice president of development to lead our regional fundraising effort. During the last fiscal year (2007-2008), the New York City region raised \$12.6 million. Due to the current economic climate, our current fundraising plan has been reduced but still requires us to secure \$11.8 million to support operations for the 2009-2010 school year. The vice president of development will ensure that we meet this goal, while positioning the New York City region to expand its funding base in the coming years.

Founded in 19xx, xx has quadrupled in size in the last five years. Regional staff members work to train and support teachers, continually strengthen relationships with principals and local communities, foster the leadership of local alumni, and continue to grow the regional funding base to ensure that xx can have an even greater impact. By 2010, the region aims to raise more than \$15 million per year, allowing it to continually enhance its ongoing support of teachers and alumni.

The vice president of development's overall responsibility is to ensure that we achieve our regional fundraising goals by strengthening overarching strategies, building and maintaining relationships with the funding community, and managing a large-scale operation. The vice president of development will report directly to the executive director and will lead an eight-person New York City development team.

Responsibilities

- Working closely with the executive director and the New York City Board of Advisors to shape our overarching development strategy for the region and drive effectively towards goals
- Substantially growing our individual giving base in the coming years, by building our Sponsor-A-Teacher Campaign and developing new strategies to engage high-net-worth individuals
- Growing other funding streams including our Annual New York City Benefit Dinner (which raised over \$5 million last year and is attended by more than 1,000 guests), corporate partnerships, foundation grants, and public funding
- Ensuring that robust operational systems are in place to support our expanding funding base
- Managing the development team to ensure that they drive effectively toward goals, develop their skills and are engaged and satisfied by their work
- Working with national partners to align fundraising strategies and capitalize on best practices and collaborative funding opportunities

Candidate Profile and Experience Prerequisites

Skills

- Exceptional strategic thinking and problem solving
- Exceptional communication and relationship-building skills and customer service orientation
- Excellent manager who can coach and develop a team, build a cohesive culture, and generate results
- Demonstrated ability to manage a complex, detail-heavy, and high quality operation
- Strong quantitative analysis and data management skills

Approach to Work

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- Ability to lead and excel in an entrepreneurial, fast-paced, diverse, results-oriented culture
- Demonstrated interest in fundraising, sales and/or new business development
- Highly motivated leader who wants to make a material impact on the education sector

Technical Skills

- Bachelor's degree required
- 7 to 10 years of professional experience

Benefits and Salary

Salary for this position is competitive and depends on prior experience. In addition, a comprehensive benefits package is included.

Anti-Discrimination Policy and Commitment to Diversity

xx seeks individuals of all ethnic and racial backgrounds to apply for this position. We are committed to maximizing the diversity of our organization, as we want to engage all those who can contribute to this effort.

Application Requirements

Please submit your resume and a one-page cover letter with your application.