Position Description

Vice President of Fund Development

Title: Vice President of Fund Development
Classification: Exempt
Reports to: President & CEO
Revision Date: 4/28/2017

About Thrive
Thrive Washington (Thrive) advances high-quality early learning – with a commitment to innovation and equity – throughout Washington. We proudly work with local, regional, state, tribal and national partners to activate communities, advocate for young children and families, and influence public and private investment. Thrive values a comprehensive approach to ensure everyone from individual families to entire communities have what they need to support a high-quality early learning environment that gives every child a great start in school and life. Our activity includes strategic granting to communities and organizations working to solve challenges and establish new approaches. Thrive’s closest partner is the Washington state Department of Early Learning.

About the Opportunity
The Vice President of Fund Development will lead Thrive’s fundraising efforts and provide strategic direction to the agency’s fund development staff. This requires working with executive staff and the board of directors to develop long-term financial goals and securing resources through a comprehensive, creative and highly effective fund development program. The Vice President of Fund Development will broaden and increase the number and type of organizations and individuals that see Thrive as an investment vehicle of choice for early learning system change.

Core Functions

Fund Development Execution (60%)
- Implement fundraising campaigns, initiatives and events to secure grants, major gifts and planned gifts
- Identify moves for each prospect, cultivating and stewarding relationships with public and private funders, sponsors and donors
- Specify and oversee grant writing and reporting, including gathering and extracting data to support decisions and effective case-making
- Specify and oversee prospect research targets and strategies
- Develop and oversee systems, policies and practices for gift solicitation, acceptance, data entry for processing, and gift acknowledgement
- Develop and oversee annual fund development team plan and operational budget
- Oversee and work with executive staff to complete proposals and reports to funders
Fund Development Planning (20%)

- Work with the CEO, Board and staff to develop and periodically refine a fund development plan that includes dollar and donor goals, objectives and strategies for identifying, cultivating and soliciting gifts, grants and sponsorship
- Specify and oversee prospect identification, cultivation, solicitation and stewardship activities
- Maintain good working knowledge and real-time awareness of Thrive’s current initiatives and objectives
- Articulate Thrive’s case, central promise and strategic objectives and connect them to the prospects included in the fund development plan
- Work with program staff to identify program activities that provide natural and high-value opportunities to use in cultivation and stewardship of donors, funders and sponsors

Supervision – Fund Development Staff (20%)

- Assign projects, provide parameters and oversee execution of work
- Provide guidance and training, and foster professional development

Key Performance Indicators

- Each current donor and prospect has specific development moves identified and taken
- Increases seen for:
  - # of overall donors
  - # of individual funders focused on system change and/or the program initiatives
  - # of retained donors
- Budgeted revenue goals met
- Thrive staff and board clearly and routinely state Thrive’s case
- Fund Development staff have work and professional development goals on which supervision is focused and guidance provided. A timely performance evaluation is completed annually.

Competencies and Skills

Specific to Position

- Inspire and guide diverse staff and partners in articulating the connections between Thrive initiatives and funder and donor interests
- Develop and implement fund development plan, and incorporate funder and donor cultivation and stewardship into all Thrive activities
- Build and strengthen networks of relationships that can be leveraged to build support for Thrive
- Effectively engage and cultivate prospective funders, donors and sponsors
- Draw on leadership and management theory and practices to support effective executive leadership
- Identify emerging issues in the early learning political, program and philanthropic environments, developing and implementing new approaches and/or refining development strategy
- Project a confident and mature presence with sensitivity to confidential material
- Balance multiple projects and deadlines while maintaining a perspective on long-term goals
- Draw on theory and understanding of current fund development tools and practices for strategic uses AND employ creativity
Craft excellent written and verbal communications, facilitate groups and make effective presentations

Plan and execute funder and donor cultivation and stewardship events

**General**
- Hold staff up by being trustworthy and treating others respectfully and equitably
- Foster teamwork, partnership and equity through effective interpersonal skills, proactive listening, intentional relationship development and exceeding customer expectations
- Self-reflective and actively working to improve knowledge, skills and abilities
- Foster innovation by continuously assessing and improving programs, operations and work flow
- Effectively maneuver complex environments by coping with ambiguity and change with grace
- Clearly and effectively communicate in a variety of styles, settings and methods
- Use Microsoft Office and other software to manage workflow, communicate and execute work

**Required Education and Experience**
Bachelor’s degree required with Master’s degree preferred in non-profit management, executive leadership, public administration or related field. 10+ years of successful and increasingly responsible experience overseeing multi-million-dollar fund development program (including foundation and corporate grants, corporate sponsorships, public funding, and individual gifts) for a non-profit organization is required. A certificate in fund development and/or non-profit management is desired. Familiarity with early learning programs and initiatives and education reform efforts is desired.

**Required/Preferred Language Proficiency**
English language proficiency is required with secondary language proficiency in Spanish preferred.

**Details**
This is a full-time exempt position. Thrive offers a competitive compensation package that will match a candidate’s education and experience and includes excellent benefits. To apply, please send a resume and thoughtful, succinct letter of introduction to hr@thrivewa.org. Applications will be reviewed on a rolling basis. The job is open until filled.