

VP of Development

Location: North Richland Hills

Job Type: Full-Time

Category: Development

State: Texas

Description

The mission of the Community Enrichment Center (CEC) is to change lives by restoring hope and sharing God's love. Our Vision is to break the cycle of poverty and family violence. This is accomplished through our integrated service delivery model of programming, which includes housing for homeless and low-income families, food and stability necessities, financial and employment coaching, and adult education services in Tarrant County.

Position Summary

The VP of Development serves as a key member of the leadership team to collaborate on strategic vision and direction of the organization through the lens of fundraising, resource coordination and marketing. The VP of Development works closely with the Development Manager and Resource to plan, implement and evaluate fundraising and marketing campaigns, donor acquisition and stewardship, and volunteer management.

The VP of Development will work to expand and diversify the donor pipeline by securing funding for current and future fundraising initiatives. In addition, the VP of Development will work closely with the CEO on prospect and relationship management including, but not limited to, Board of Directors, event committees, corporations, private foundations and individuals.

Reporting Relationships

The VP of Development reports directly to the CEO.

Essential Duties and Responsibilities

- Management and evaluation of fundraising, stewardship (both donors and volunteers), federal and private grants, multi-channel marketing campaigns and volunteerism.
- Management of CEC events to include the CEC Golf Classic, Gala and other events, both primary and third party.
- Monitoring and tracking major changes in the community, both philanthropic and economic, to provide strategic direction in regard to development.
- Develop and manage grant and corporate sponsorships including matching opportunities.
- Developing and maintaining working relationships with key donors and volunteers to implement a development strategy for the organization.
- Management of the database system used to maintain donor information.
- Management of development team staffing and workload.

Experience Requirements

- A minimum of 3-5 years development management, preferably in a human/social service agency, to include: events, major gifts, planned giving, grants, marketing and communications, volunteer management, or equivalent experience.
- B.A., B.S. or equivalent college degree.
- Ability to create, implement and monitor a strategic development plan.
- Hands-on experience in prospect research to identify, solicit and successfully cultivate new donors, and steward current donors to higher levels of giving.
- Demonstrated ability and desire to work face-to-face with the external community.
- Excellent oral and written communication skills.
- Ability to interact comfortably with high-level contacts and instill a high level of trust in the CEC.
- Experience in federal and private grant writing and management.
- Excellent leadership, team building, interpersonal and time management skills.
- Proficient in Microsoft Office and donor relationship management databases.

Salary is competitive and commensurate with experience. We provide health and welfare benefits and a generous time off plan. To apply please send resume and salary history to Marchelle Jordan at: marchelle@cechope.org