



Position Title: Vice President of Resource Development
Reports to: President and is a member of the Leadership Team
Status: Regular, Full-Time, Exempt

Position Summary: The Vice President of Resource Development is responsible for the overall strategic direction, design, implementation, evaluation and stewardship of the Neighborhood House's resource development marketing/communications and volunteer programs. Essential functions of the position include providing leadership and direction to the development, communications and volunteer staff, and representing Neighborhood House to donor communities as well as working effectively with the President and board of directors to achieve short and long-range goals. The Vice President must possess strong relational, supervisory, coaching and project management skills to achieve both internal and external successes.

Primary Responsibilities:

1. Leads the resource development department to carry out a comprehensive financial development program to achieve the annual philanthropic goals of Neighborhood House
 - Leads the planning, organizing, directing, implementing and evaluating of all development activities in order to meet short- and long-range goals and objectives of the agency
 - Fosters a results-orientated team approach to fundraising by setting goals, measuring and reporting success, and providing leadership in making appropriate adjustments
 - Structures the Resource Development Department to effectively and efficiently manage programs for annual, major and planned giving, corporate, foundation, United Way, in-kind and government giving, Cultural Enterprise/earned income, volunteers and externally focused communications
2. Develops and implements a major gift and planned giving program
 - Designs and drives a process to identify, cultivate and solicit major gifts from individuals personally and through the involvement of senior staff and volunteers
 - Personally cultivates and solicits a portfolio of major gift prospects and donors and serves as manager for all prospects assigned to the President
 - Assigns and tracks cultivation and solicitation assignments for the President, leadership development staff, Board of Directors, and Resource Development Committee
 - Develops and implements a plan to promote planned giving opportunities as part of the individual donor cultivation process
3. Develops and implements marketing and communications strategies
 - Develops a marketing and communications plan to ensure that the vision, desired image, brand, and work of Neighborhood House is communicated effectively to current and prospective donors and broader audiences
4. Assures that appropriate financial development systems, policies and procedures are in place to support development goals
 - Develops and manages a comprehensive stewardship program to thank, acknowledge and recognize donors and volunteers
 - Assures that procedures are in place to record, acknowledge, report and follow up on all gifts
 - Develops and manages the annual and long-term Resource Development department's budget
 - Provides resource development progress reports to the President, development volunteers and board of directors on a regular basis
 - Manage other responsibilities as appropriate or as assigned by the President

Qualifications: This position requires an experienced fundraising professional who can motivate donors and staff, successfully plan and implement fundraising plans and communications for the organization, cultivate and solicit major gifts, manage the development team, develop and manage budgets, and analyze data. Candidate must possess:

- Commitment to Neighborhood House's mission
- Demonstrated ability to raise \$2.5 million annually
- Bachelor's degree or equivalent with 6 years or more of fund development and supervisory experience required.
- Demonstrated organizational, managerial, interpersonal & fundraising skills
- Demonstrated experience and success in identifying, cultivating, and soliciting major gifts with emphasis on individuals
- Demonstrated commitment to and experience leading, motivating and managing a team-based, collaborative decision making environment
- Capital campaign, event planning and marketing and public relations experience (preferred)
- Proficiency and comfort in working in fast-paced, multi-lingual, multi-cultural environment
- Excellent relationship building skills, written and oral communication skills
- Strong computer and database management skills and knowledge required

For consideration please mail, fax, or email your resume with letter or interest to: Neighborhood House, Attn: Human Resources, 179 East Robie St, St. Paul, MN 55107; Fax: 651-789-2501; Email: humanresources@neighb.org. Position Posted: 06/26/09; Closing Date: 07/24/09

Neighborhood House is an equal opportunity employer committed to affirmative action and a welcoming work environment for people of diverse communities.

6/26/09