



ORGANIZATION: VEAP – Volunteers Enlisted to Assist People

POSITION TITLE: Advancement Director

TYPE: Full Time | Exempt

REPORTS TO: Chief Executive Officer

SALARY: Commensurate salary with experience and VEAP pay structure

ORGANIZATIONAL VISION: A thriving community where all are free to pursue their dreams!

ORGANIZATIONAL MISSION: Together we create pathways to stronger, more hopeful communities through access to healthy food, housing stability and supportive services.

POSITION OBJECTIVE: The Advancement Director will work with the CEO to prepare a comprehensive advancement plan and implement strategies to retain and expand philanthropic support for VEAP. This position is responsible for management of all aspects of the advancement plan including individual, congregation and business giving, corporate and foundation grants, special events, community fundraising, planned giving, and marketing/information management.

POSITION RESPONSIBILITIES

Philanthropic Support

- Collaborate with the CEO to develop VEAP's advancement plan and to prioritize comprehensive best practice strategies to grow philanthropic support through financial donations, in-kind giving, volunteering and other forms of engagement.
- Provide leadership to cross-functional team (Marketing, Programs and Volunteers) in the implementation of VEAP's multifaceted advancement plan which includes: fundraising campaigns, special events, volunteer engagement, marketing/communication strategies, and outreach to clients and partners.
- Partner with the CEO to identify, cultivate and steward relationships with current and prospective donors, deepening their connection to, and engagement with, VEAP.
- Lead staff, volunteer leaders and CEO to implement resource development strategies and/or special campaigns encompassing all constituencies to achieve revenue goals.
- Manage marketing staff to develop and execute marketing and communication strategies that support VEAP's advancement plan and raise awareness of the impact of VEAP's programs within the community.
- Develop major gifts campaign.
- Manage proposal processes for foundation grants and government contracts. Cultivate relationships with contacts and coordinate progress reports with program directors.
- Strengthen and manage donor recognition, stewardship and solicitation program through innovative and fresh tactics while remaining grounded in best practice.
- Identify new funding opportunities for all VEAP programs through research.

- Engage and resource Board of Directors and other key stakeholders in donor development and philanthropic strategies and activities.
- Manage and support Advancement staff and volunteers. Commitment to engaging and providing volunteers with enriching, satisfying opportunities for service.

Special Events

- Lead staff and volunteer team to promote and coordinate community participation in annual and special food and fund drives while effectively tracking participation.
- Lead cross-departmental team to coordinate VEAP community special events (Gala, A Toast to VEAP, etc.), including goal setting, event logistics, vendors, expense/revenue tracking and reports, sponsorships and volunteer coordination and management.
- Develop and manage a system for strategic re-engagement for events and food and fund drives.
- Identify and lead staff in implementing additional fund-raising event(s) to diversify and grow VEAP's donor base.

Administration

- Lead department team in annual planning in alignment with organization's strategic plan and annual priorities. Actively participate on the leadership team in organizational strategic planning.
- Lead the department team and cooperate with CEO and finance staff in annual budgeting planning in alignment with organization's strategic plan and annual priorities.
- Monitor and manage annual department expenses and budget in cooperation with Finance Manager.
- Oversee data management and information systems for accurate gift accounting, acknowledgement and reporting in cooperation with finance staff.
- Create and manage an annual grants strategy utilizing a calendar and tracking mechanism.
- Partner across departments to monitor and manage organizational contracts where appropriate.
- Administer annual Performance Evaluation Programs (PEP) of supervised employees in addition to ongoing team member coaching, mentoring and performance management.
- Participate in Finance Committee meetings and present a monthly report on charitable contributions and activities.
- Participate in a leadership role in Directors' and All Staff meetings and others as necessary.
- Communicate success across departments, as well as discuss areas of needed improvement with whomever necessary to improve processes, procedures and outcomes.

Supervised Personnel: Senior Advancement Associate, Marketing Associate Director, Marketing Coordinator

EDUCATION AND EXPERIENCE:

Required:

- Minimum BS degree (business management, communications, public relations or related non-profit field preferred), and 7 years' experience
- Experience with a donor tracking software system like Raiser's Edge or related software.
- Strong solicitation, stewardship and cultivation skills

- Strategic thinker
- Commitment to working collaboratively with staff and partners
- Passion for working for a mission-based organization
- Ability to work with sensitive and/or confidential matters
- Desire to work as a member of a team and promoting that team's guiding principles
- Ability to plan, direct and review the work of others with confidence and clarity
- Proficiency in Microsoft Office, experience with Adobe products
- Exceptional written, verbal and interpersonal communication skills; excellent listening skills
- Motivated self-starter who thrives on working in a space of innovation
- High attention to detail and flexible in nature
- Ability to work well under pressure and manage multiple projects and deadlines
- Excellent problem-solving, time management and organizational skills
- Position requires ability to sit for extended periods of time, close vision, ability to adjust focus and see color
- Must occasionally lift and/or move up to 25 pounds and occasionally required to climb or balance and stoop, kneel, crouch or crawl

Preferred:

- Master's degree in non-profit management and/or 10+ years' experience in nonprofit with operating budget of \$3 million+
- Participation in professional trainings in fundraising and development
- Experience with a volunteer tracking/scheduling software system like Volgistics or related
- Experience working with under-served or vulnerable populations, including persons from diverse racial, ethnic, and economic backgrounds, as well as with mental health and/or behavioral issues
- Demonstrated ability to work with diverse and/or low income populations, including those experiencing homelessness, unstable housing and/or mental illness
- Bilingual in Spanish or another language

VEAP is an Equal Opportunity Employer

How to apply:

Submit resume and cover letter Careers@veap.org (preferred) or VEAP Careers, 9600 Aldrich Avenue South, Bloomington, MN 55420. Deadline to submit is 5:00pm March 1, 2019. No phone inquiries please.