

## Vice President of Advancement

### Job Description

**Supervisor:** Chief Strategy Officer  
**Status:** Full-Time, Exempt

#### **POSITION SUMMARY:**

The Vice President of Advancement is responsible for the development, marketing, and communications activities for the organization with support from the Advancement Team. This position reports to the Chief Strategy Officer and works closely with the President & CEO and board members to further the mission of Neuhaus Education Center. The ideal Vice President of Advancement is a seasoned leader with demonstrated success in building and managing development efforts to secure a multi-million-dollar annual philanthropic budget. This person is a strategic and creative thinker who leads by example and has a compassionate, yet courageous, nature. This individual is an exceptional communicator who is adept at managing change and growth across a diverse constituent base. A successful candidate will exude a passion for education and literacy and exhibit outstanding organizational skills.

#### **RESPONSIBILITIES:**

- Create and oversee the annual development strategy, inclusive of individual giving, major gifts, foundation giving, corporate support, and special event fundraising
- Retain and grow existing donor participation while expanding the prospect pool in local and regional target markets
- Manage a personal donor portfolio, primarily composed of individual donors with giving capacity of \$5,000 or above
- Create cashflow projections and appropriate annual revenue goals with a goal of sustainable annual growth
- Oversee the Advancement Team, including the Director of Institutional Giving who leads corporate and foundation philanthropy, Director of Marketing and Communications who leads marketing and communications of the organization, and Associate Director of Advancement who spearheads advancement operations, special events and an individual giving portfolio
- Serve on the Neuhaus “Leadership Team” to cultivate a positive culture of philanthropy throughout the organization
- Oversee the success of special events, including but not limited to the annual luncheon, educational seminar, and annual donor cultivation event
- Identify and recruit volunteer leadership to further the mission of Neuhaus, including committee and event chairs
- Maintain and adhere to the gift acceptance and naming policies of the organization
- Partner with the accounting and program teams to ensure gifts are spent according to donors’ restrictions and intentions
- Develop a deep understanding of the organization’s philanthropic priorities and strategic plan, including annual programs, special initiatives, endowments, and capital needs and effectively communicate those needs to donors or prospective donors
- Manage the volunteer Advancement Committee in partnership with the Committee Chair(s) to further the mission of the Advancement Team
- Exhibit a “whatever it takes” attitude toward business opportunities, and approach problems with curiosity and an open mind to generate innovative ideas, solutions, and opportunities

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- Lead and develop staff to leverage their strengths and increase their performance in support of organizational needs.

### **SKILLS**

- Embodies Organizational Image: Supports and actively promotes the organization. Positively reflects the organization's core values internally and externally. Lives the organization's values on a day-to-day basis.
- Communicates Articulately: Ability to speak clearly and concisely and demonstrate skill in using expressiveness to convey important points in verbal communications.
- Listens Actively: Actively listens to others' questions, concerns and input. Takes time to understand the points being made. Asks questions as appropriate and clarifies understanding.
- Maintains Strategic Business Perspective: Focuses on the organization's strategic initiatives and competitive advantages.
- Persuades and Influences: Able to persuade others to take a course of action; is assertive and presents compelling rationale to gain support.
- Develops and Maintains Relationships: Works to build and maintain relationships with individuals or organizations to achieve business goals. Leverages informal networks and regularly keeps up with contacts
- Builds Collaboration: Builds collaboration by establishing, communicating, and reinforcing shared values and norms. Invites and builds upon the ideas and contributions of others, promoting teamwork and celebrating accomplishments.
- Seizes Opportunities: Is proactive and takes initiative and ownership for success. Anticipates potential obstacles. Does not wait to be told what to do. Exhibits a bias toward action. Has the ability to work independently for extended periods with minimal support.
- Strives for Success: Driven to attain organizational goals and accepts challenging assignments.
- Gains Buy-In: Explores alternatives and positions to reach outcomes that gain the support and acceptance of all parties.
- Coaches and Develops Others: Helps others identify and work toward both personal growth and organizational goals; remains accessible for assistance and support; fosters the development of others and provides both positive and corrective feedback with individualized suggestions for improvement.
- Demonstrates Financial Acumen: Understands the organization's financial environment and makes decisions that leverage profitability and capital. Communicates complex financial information in simple terms that others can understand.

### **QUALIFICATIONS AND COMPETENCIES:**

- Minimum (7) years of fundraising or related work experience to include experience in securing major gifts/grants of \$250,000+ and leading a successful team
- Experience with Raiser's Edge NXT or similar software
- Experience in communications and/or marketing
- Experience executing various events for audiences of 10 to 1,000
- The ability to effectively work in a remote environment
- Excellent written and verbal communication skills, as well as effective presentation skills

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- Social skills necessary to entertain or visit major donors in a wide variety of settings
- Proven leadership ability and team player attitude
- Must be passionate about education
- Advanced degree or CFRE preferred

#### **THE ORGANIZATION:**

Neuhaus Education Center is a non-profit educational organization dedicated to promoting reading success for all. We provide evidence-based training and support to teachers, supply information and resources to families, and offer direct literacy services to adult learners.

Neuhaus Education Center is an Equal Opportunity Employer. We do not discriminate against any employee or applicant because of the following legally protected characteristics: race, color, religion or creed, national origin, sex, pregnancy (including childbirth, lactation, and related medical conditions), age, marital status, physical or mental disability, veteran status, genetic information (including characteristics and testing), or any other characteristic protected by federal, state or local law. This policy covers all personnel practices, including but not limited to hiring, promotion, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rate of pay or other forms of compensation, selection for training and employee benefits.

**SALARY RANGE:** \$95,000 - \$105,000

To apply, email cover letter and resume to [NeuhausHR@neuhaus.org](mailto:NeuhausHR@neuhaus.org).