

Assistant Vice President, Advancement

SALARY: \$130-150K DOE

OVERVIEW:

The Assistant Vice President, Advancement, provides leadership in identifying, attracting, cultivating, and soliciting major gifts from corporate and individual donors to support the fundraising efforts of United Way of Greater Houston. The AVP's responsibilities are twofold: (1) leading and further developing a strategic and comprehensive program to identify prospects and present strategies to cultivate and increase giving in the areas of assigned responsibility; and (2) leading the effort in conducting prospect research using financial data, information from multiple news sources and wealth screening services to increase the donor base among corporate high-level, and foundation donors.

PRINCIPAL DUTIES & RESPONSIBILITIES:

- Coordinates and works directly with the Donor Relations team to set strategy and maximize giving. Develops and cultivates donor relationships, executes functions/events and manages year-round communication plan that results in increased giving. Works with the AVP of Marketing & Communications to develop and implement marketing strategies focusing on donor communications. Works closely with and meets routinely with the Chief Advancement Officer, other AVP, volunteer leadership, donors, prospects, and other key staff.
- Develops growth strategies and leads a team that conducts prospect research and identification of prospects, using financial data, information from multiple news sources, and wealth screening services. Analyzes and interprets results to create and implement a fundraising plan that will enhance the growth of new high-level donors and local and national foundations.
- Supports the Advancement of the donor relations staff and provides guidance as they carry out their duties. Responsible for reviewing fundraising activities, account assignments and progress to optimize staff's success; coaches team on relationship management skills, counsels, guides and evaluates staff performance on a regular basis. Creates an environment of open communication and leads staff to maximize productivity, creativity, and financial results.
- Sets campaign priorities and direction, oversees management of department activities, operations, stewardship and events. Maintains a talented skilled workforce by interviewing, hiring, evaluating and/or terminating staff. Works collaboratively with the Marketing and Communications team in volunteer engagement and Days of Caring work as well as the enlistment of Loaned Executives. Collaborates with the Chief Advancement Officer and other AVP to develop the annual operating budget and work plan and monitors progress and the achievement of goals. Provides direction and focus to the Donor Relations team with respect to certain specific campaign issues, including but not limited to vigilant monitoring of projections and conversion of verbal reports to

reported results. Develops relationships with the finance and administration staff to ensure that information on campaign reports is provided in a timely and accurate manner.

- Partners with Advancement Engagement team to support the execution of special projects and organizational activities related to the overall Donor Relations division, the annual campaign, and the organization including the annual campaign kickoff and closing celebration, Campaign Leaders Conference and Loaned Executive Program. Works with select annual corporate campaigns on leadership giving strategies.

TRAVEL DETAILS

Local area travel required.

EXPERIENCE

8-10 Years:

Ideal candidate will have: Stellar leadership/management skills; Extensive fundraising experience; Success with community engagement activities in a major metroplex; Proven relationship management with donors and C-Suite volunteers; Proven success in leading fundraising campaigns and willingness to solicit individuals directly; Solid knowledge of digital engagement and its use in the overall fundraising strategy, including attracting new donors, improving donor retention and payment processing.

EDUCATION

Bachelors or better in Business Administration or related field.

[Click here to Apply](#)