

**JOB DESCRIPTION: VP of Development:** This position provides strategic, leadership management of planning, directing, and implementing HeartGift's fundraising and donor development efforts in collaboration with the CEO and other senior leadership team members. The VP of Development is responsible for designing, executing, and scaling a comprehensive development program to support HeartGift's mission. This role leads all giving activities, including major gifts, corporate partnerships, events, grants, and donor engagement. The VP of Development will lead the Development Team to achieve annual income goals, including diversifying revenue streams and driving sustainable growth aligned with HeartGift's strategic plan.

This position requires a results-oriented self-starter who excels in fast-paced environments, with a passion for driving revenue growth, building strategic partnerships, and fostering strong team collaboration while actively contributing to a positive, mission-driven organizational culture built on team respect and accountability that advances HeartGift's mission.

**Reports to: CEO/Foundation**

**Supervisory Responsibilities: Yes**

**Full-Time – FLSA; Exempt**

**Travel: 10-15%**

#### Key Responsibilities

- Develop and execute an annual, multi-channel fundraising plan to include major gifts, corporate partnerships, event sponsorship/tickets, grants, and general donor engagement to achieve HeartGift's strategic goals
- Work with the CEO to plan and implement an annual fundraising plan, which includes a comprehensive moves management plan for the organization
- Analyze donor data, campaign performance, and philanthropic trends to inform strategy adjustments and drive continuous improvement and innovation
- Design and fulfill short and long-term fundraising goals as guided by the strategic plan
- Nurture and cultivate long-term relationships with current and new donors
- Personally participate in ensuring significant donor relationships are appropriately stewarded and cultivated, which align with donor intent
- Establish and lead development team goals and objectives while overseeing execution to ensure all fundraising activities and strategic initiatives are successfully implemented and achieved
- Ensure all development/event software is accurate with data points and regularly updated

#### Collaboration

- Foster a culture of collaboration, innovation, and results
- Champion a culture of philanthropy across the organization by inspiring staff, volunteers, and leadership to embrace fundraising roles and communicate the transformative impact of donor support
- Partner with the Marketing team to ensure consistent, mission-aligned messaging that strengthens fundraising efforts and deepens donor engagement
- Collaborate closely with the Marketing department to drive seamless planning and execution of organizational fundraising events and campaigns
- Serve as a strategic partner to chapter fundraisers, equipping them with innovative ideas, best practices, and targeted support to maximize fundraising success
- Partner with Finance leadership to align revenue forecasting and scaling strategies with HeartGift's goals
- Support the CEO, the foundation board, and committees with other projects deemed as necessary

## Financial Management and Human Resources

- Lead recruitment, hiring, and professional development of direct reports, ensuring alignment with HeartGift's practices and building a culture of continuous growth and accountability
- Ensure that sound human resource practices are in place
- Maintain a positive work environment that attracts, retains, and motivates the development team
- Ensure all organizational fundraising staff are appropriately trained on fundraising software tools and consistently use them as directed
- Manage the department's annual operating budget and revenue plan
- Participate, as required, in the annual financial audit
- Ensure department SOP is updated accordingly

## Key Characteristics/Desired Competencies

- Proven leadership experience with accountability for meeting significant fundraising goals and related activities
- Proven ability to lead and develop high-performing, collaborative teams
- An interest in and commitment to HeartGift vision/mission
- Donor Relationship Strategist
- Documented direct, personal major gifts experience. Direct experience in all aspects of a well-rounded fundraising program: annual giving, events, corporate sponsorships, grant seeking, major gifts, and planned giving.
- Strong problem-solving, priority-setting, and decision-making skills
- Clear and exceptional communicator, written and verbal
- Intuitive awareness

## Administration

- Excels in a hybrid work environment
- Responsiveness to emails, texts, and phone calls from internal and external partners in a timely manner
- Must be able to demonstrate the ability to independently lead projects from beginning to end
- Write effective meeting reports that summarize decisions made and actions to be taken on specific projects and assignments in a timely manner
- Proficient in Microsoft Office Tools

## Minimum Requirements

- Minimum of 5 years proven track record in major gift fundraising, supervision, and leadership of a comprehensive fundraising program with a non-profit development team
- Attend organization events
- Some nights and weekend work required
- Valid driver's license, passport, and ability to travel occasionally for donor visits, chapter meetings, and fundraising events

## Compensation

- \$150,000

To apply, please send a resume to [recruiting@heartgift.org](mailto:recruiting@heartgift.org).