



**Mission** | PeopleFund creates economic opportunity and financial stability for underserved people by providing access to capital, education and resources to build healthy small businesses.

## **VP, Philanthropic Partnerships & Investor Relations**

**JOB DESCRIPTION:** This role leads and manages PeopleFund’s partnership development and fundraising/fund development strategy, including: institutional and individual giving across donor profiles and channels; engagement events; and high-touch donor relations. The ideal candidate is an experienced alliance-builder and revenue-generating leader. This person will lead cross-functionally within PeopleFund and will serve as a staff liaison to the Development Committee of the Board.

**REPORTS TO:** President & CEO

### **JOB DUTIES:**

- Participate in the strategic planning and evaluation of the Organization’s Programs, Partnership Development, Diversified Fund Development, and Revenue/Capitalization plans.
- Plan, execute, and measure annual and multi-annual fund development campaigns in support of the Organization’s larger strategic plan.
- Conceive and implement strategies and campaigns to attract, engage, secure, and increase the number of institutional and individual partners and investors supporting PeopleFund.
- Lead the development of the infrastructure and culture to recruit, coach, and mentor a high performing team to meet Philanthropic Partnership and Revenue goals of the Organization and its commitments to an array of Stakeholders.
- Direct, Manage and ensure the quality of research, data gathering, analytics, and timely submission of grants and grant reports to a mix of public/private supporters: foundations; corporations; local, state, and federal government agencies; and other philanthropic organizations.
- Lead the design & maintenance of accurate, up-to-date, usable database of funders, partners & grant resources (CRM).
- Coordinate activities across different areas of PeopleFund toward the successful execution of fund development and other engagement campaigns relevant to advancing the Philanthropic goals of PeopleFund and its Stakeholders.

### **REQUIREMENTS**

- Successful track record of increasing and sustained high achievement, developing and implementing Philanthropic plans and programs; as well as building, managing and mentoring diverse teams.
- Strategic thinker with demonstrated ability to take initiative, exercise broad conceptual judgement and influence others.
- Skillful at building trust-based, culturally competent relationships with all Stakeholders, including: management, staff, clients, Board and donors.
- Exemplary writer; strong financial acumen, management, and verbal communication skills.



- Experience working with and managing highly confidential data and relationships.
- Leadership within multidisciplinary teams and cross-sectoral organizations.
- Commitment to diversity, equity, inclusion and equal opportunity.
- At a minimum: MS Office (Word, Excel, Outlook, PowerPoint), Acrobat and Google/Chrome/MS Edge browser.
- Working experience with non-profit CRM (grants and donor management) highly preferred.

#### **EMPLOYEE BENEFITS**

- Health, dental and vision coverage. PeopleFund pays up to 100% for employee only.
- Employee Assistance Program available to certain employees.
- Dependent Child Care Spending Account available to certain employees.
- FSA and HSA accounts, Employer paid life insurance, 401(K) retirement plan.
- Monthly cell phone allowance to certain employees.
- Paid time off and paid holidays

#### **STANDARD TERMS OF EMPLOYMENT:**

- Annual Salary: \$90,000 to \$150,000 commensurate with experience.
- Employment offers are subject to acceptable background checks.
- Work week time of 9:00am to 6:00pm, Monday through Friday.
- Texas is an at-will employment state.

**TO APPLY:** Please review the job description and indicate in your cover letter why this opportunity is important to you. PeopleFund is committed to staff development and the organization offers the selected candidate a unique opportunity to grow with it.

Applications will be accepted and reviewed on a rolling-basis.

If interested, please send an email with the following attachments in pdf. format — beginning with the email subject line, as noted below:

- Subject line: “PeopleFund VP, Philanthropic Partnerships & Investor Relations”
- Cover letter along with your resume (include your name + page # in footer)
- Three (3) references (note relationship context) who can speak to your work and character.
- Send a single application e-packet — ATTN: Gustavo Lasala, President & CEO c/o:  
[people@peoplefund.org](mailto:people@peoplefund.org)

*True to our Mission, PeopleFund is committed to recruiting and retaining a diverse staff, and to creating a respectful workplace anchored in a deep, shared commitment to diversity, equity and inclusion: we are proud to be an equal opportunity employer. PeopleFund welcomes applications from all qualified persons, including those from underrepresented groups who can contribute to our Team’s capabilities as we work together to meet the needs of underserved communities.*