

JOB DESCRIPTION

Vice President of Development

Department: Advancement

Location: Remote

FLSA Status: Exempt

Travel: 30—35%

Reports To: Chief Advancement Officer

Version Date: December 2023

Summary:

The Vice President of Development is responsible for leading and growing a team, as well as being personally dedicated, to advancing relationships with prospective and existing major donors (\$5k and up), Foundations (public & private), and select advancement allies through personal visits, telephone, e-mail, etc. This role also includes training prospective field team members in “Faith Funding” – a means of growing our programmatic reach in select locations around the nation through personal support raising.

Job Duties and Responsibilities:

- Exhibits a passion for, and understanding of, the organization’s vision, anchor strategies, programs, and deliverables. Remains current on internal strategic initiatives as well as external current events that can shape and/or refine organizational strategy, programs and offerings. Consistently and capably communicate these essentials to internal team members, allies and vendor-partners as appropriate.
- Must be able to relate to the prospective and existing donors and/or allies on their terms. This requires understanding of their passion areas, reasons for supporting the organization, and specific preferences for communications (telephone, personal visit, e-mail, text, social media, etc.)
- Responsible to maintain accurate records of ministry partners in the organization’s database so that knowledge can be effectively shared and communicated over the span of the relationship.
- Responsible to develop a nurture schedule for each ministry partner and/or ally to maximize the relationship without being intrusive. Goals will include, but not necessarily be limited to: visits, solicitations, thank you’s for new and reactivated major donors and foundations and event participation and recruitment through phone and email follow-ups.
- Support the CEO/CAO’s fundraising activities by seeking appointments for them with high-capacity donors.
- Lead the Foundations team and build our future planned giving efforts as the organization grows.
- Must look for opportunities to expand the relationship by seeking the donor’s involvement in Israel travel, events, introductions to others, hosting home events, sponsoring tables, rallying others, volunteering time (joining hubs, recruiting others), acting as a church liaison, etc.

- Must be able to relate to the organization's broad donor base, including specific target markets for fundraising.
- Lead the future Passages Premier Alumni program—a program of mature Israel travelers to include them as Passages alumni for mentor purposes and participation in local Hubs activities.

Qualifications/Skills:

- Have completed the requirements for and received a bachelor's degree. A seminary degree is a plus.
- Have 5-7 years' experience in major donor fundraising (moves management), foundation relationship management, proposal generation and asking for financial support.
- Must agree with and adhere to the organization's Statement of Faith, Statement of Beliefs and Code of Conduct. As a team member, effectively build a culture of trust with other team members ensuring conflicts are resolved effectively and relationships solidified by candidly, yet respectfully, discussing problems and realistic solutions that encourage an "us against the problem" perspective.
- Ability to work in a collaborative, team-centered environment.
- Comfortable working with those holding non-Christian faith beliefs or secular beliefs and upholding the second greatest commandment "Thou shall love thy neighbor as thyself."
- Demonstrate an aptitude for technology including Microsoft Office, Apple MacBook and iPhone, Constituent Relationship Management programs, Slack, etc.
- Must have a demonstrated ability in building relationships with current and prospective donors and allies.
- Must be confident in personal interaction, such as representing the organization at events or other public functions, with or without a booth for distribution or marketing and communications materials.
- Proficient writing skills and ability to tailor communications to the donor's interests while maintaining organizational brand and style standards.
- Ability to assemble digital, audio, and other electronic content, which can be shared over the Internet with allies and partners.
- Keeps schedule calendared in Outlook and up to date.

Working Environment:

- Willingness to work remotely from a home office with the ability to operate a phone, computer, and supporting technologies.

- Willingness to work flexible hours that are conducive to the donor's schedule. For example, it may be opportune to work early evenings to connect with people telephonically.
- Willingness to occasionally work nights or weekends in support of organizational rallies, events, presentations, etc.
- This position will require travel to interact with donors and occasional travel to Dallas and Israel.

This job description is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and Passages reserves the right to change this job description and/or assign tasks for the employee to perform, as deemed appropriate.

In accordance with federal, state and local law, Passages provides equal employment opportunities (EEOs) to all employees without regard to race, color, religion, sex, national origin, age, disability, pregnancy, childbirth or related medical conditions, citizenship status, service member status, genetic information or any other category protected by law. Passages also affords EEOs to all employees defined by characteristics protected under company policy. In addition to federal law and company policy requirements, Passages complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has employees. This EEO policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.