

## **Inner City Christian Federation Position Description**

**Job Title:** Vice President of Advancement  
**Department:** Administration  
**Reports To:** President and CEO  
**FLSA Status:** Exempt  
**Prepared By:** Ryan VerWys  
**Prepared Date:** March 31, 2017

### **POSITION SUMMARY**

The VP of Advancement (VPA) advises the CEO on all matters pertaining to ICCF's fundraising strategy and the management of Advancement operations. This position is responsible for servant leadership, daily oversight and administration of the following advancement functions: fundraising, major, principal, and planned gifts, prospect research, foundation, corporate, church and donor relations, as well as specific campaign efforts. The VPA will serve as the principal fundraiser for ICCF; personally identify, cultivate, solicit, and steward donors and prospects for ICCF. The VPA will manage a professional team for development and support staff to achieve fund-raising goals. This position is responsible for maintaining and establishing best practices for advancement and setting professional practice standards, policies, and procedures.

### **ESSENTIAL DUTIES/RESPONSIBILITIES**

Provide direction to senior leadership to establish long- and short-range advancement goals in conjunction with ICCF's strategic plan

Design, implement, and evaluate comprehensive advancement strategies and programs that support the overall goals and objectives of the organization.

Personally identify, cultivate, and solicit prospects for major gifts as defined by ICCF's standards through visits and other forms of direct contact for advancement

Enlist senior leaders and members of the Board in furthering ICCF's advancement programs; hire talent as necessary, and educate and support senior leaders regarding their advancement roles

Oversee all facets of the daily operations of ICCF's advancement team, ensuring compliance with all relevant laws, regulations, policies, and agreements

Represent ICCF to various external institutional constituents (i.e., corporations, foundations, funding agencies, government agencies, etc.) as appropriate

Establish revenue and implement performance goals, objectives, action plans, and benchmarks for the advancement programs

Use data analytics to drive decision making for the team and to inform senior leadership as well as other stakeholders that programs support the highest professional standards as well as new initiatives

Implement a continuous improvement philosophy that includes benchmarking programs, and outcomes that support high performance standards

Establish and maintain effective work relationships with colleagues to maximize ICCF's impact

Supervision of advancement staff, which includes work assignments, training, talent development, and enforcement of internal procedures and controls, and problem resolution; evaluate performance and make recommendations to the VP of Operations for employment actions; motivate a diverse team of employee to achieve peak productivity and performance

Create and maintain systems to assure that donor instructions are documented and followed

In collaboration with the senior leadership, develop an annual budget for programs and manage the budget to ensure compliance to ICCF's financial standards and practices

Frequently collaborate with various departments in order to direct public communications and marketing for ICCF, including but not limited to print and web based media.

Perform other duties as assigned

## **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

Demonstrated ability in securing major grants and gifts from individuals, corporations, foundations, public and other private funding sources

Demonstrated ability in planning and implementing complex, multi-year, over a million dollar advancement initiatives, including capital campaigns

Demonstrated ability to plan and coordinate events that inform the broader community about the work of ICCF and invite their participation in it. (i.e. annual Gala, summer concert series, volunteer recognition events, etc.)

Ability to foster a cooperative work environment within a complex organizational structure helping to develop a system of mutual support that ensures the preparation of high quality public and private funding proposals and the management of appropriate/required program data.

Exceptional interpersonal skills and the ability to interact effectively with senior leadership, prospects, donors, and volunteers in a wide range of roles

Knowledge of best practices within the advancement profession, including those relating to deferred giving, annual fund management, direct mail, social media, corporate and foundation relations, and other areas that articulate with and support major gift fund-raising efforts

Demonstrated skills in strategic planning and performance measurement

Ability to exercise good judgment, to demonstrate an understanding of ethics related to advancement activities, and to use discretion in interactions with donors, prospects, volunteers, and others

Skill in financial planning and fiscal management

Community relations skills and the ability to communicate and work effectively within a diverse community

Demonstrated ability to translate highly technical or discipline-specific concepts and information into language appropriate for specific audiences

Proficient verbal and written communication skills and the ability to present effectively to small and large groups

Ability to supervise and develop employees including organizing, prioritizing, and scheduling work assignments; evaluating performance; and mentoring and coaching employees to achieve maximum productivity

Ability to provide consultation and serve as an advocate on behalf of ICCF and participate in strategic planning processes to design and implement a development program in support of ICCF's mission, goals, and objectives

## **SUPERVISORY RESPONSIBILITIES**

Directly supervises the Corporate and Foundation Grants Manager and Development Associate. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training department employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

## **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **EDUCATION and/or EXPERIENCE**

Bachelor's degree (B. A.) from four-year college or university, at least 8 years progressively responsible experience in fund development, marketing or a related field, or equivalent combination of education and experience.

## **LANGUAGE SKILLS**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively

present information and respond to questions from groups of managers, clients, customers, and the general public.

### **MATHEMATICAL SKILLS**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to create and interpret bar graphs.

### **REASONING ABILITY**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

Valid Michigan Driver's License

### **AFFIRMATIONS**

Requires the affirmation of the Mission Statement, Corporate Values, and Statement of Identity.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand, walk, and sit. The employee is occasionally required to use hands to finger, handle, or feel. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, peripheral vision, and ability to adjust focus.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.

Please submit your resume with a cover letter and salary requirements to Traci Douglas, [tdouglas@humanresourcepotential.com](mailto:tdouglas@humanresourcepotential.com) by 4/28/17. ICCF is an EEO employer.