



## **Job Title: Vice President of Development**

Reports to: CEO, Clarity of Central Indiana

### **Position Summary**

The Vice President of Development is responsible for planning, coordinating, and implementing the individual major donor program to meet the organization's major gifts fundraising goal and continue to build upon build the individual donor base. The Vice President of Development is responsible for direct solicitation of gifts as well as for supervision and coordination of other development staff and works with board members in additional cultivation and solicitation.

**Who We Are:** Clarity of Central Indiana has been a community treasure and resource for nearly 40 years. The purpose of Clarity is to create awareness about holistic sexual health and provide a path to healing for those affected by sexually-related traumas. At Clarity, we believe in possibilities. We look at our communities and see people full of potential; individuals whose life paths abound with possibilities. Our aim is to help individuals experience greater independence, build upon a healthy foundation, and realize the value of each aspect of their lives. We do this by providing women, children, men and families support and healing services through education, restoration and individual client services. Clarity is a 501(c)3 non-profit organization.

### **Qualifications**

Required:

- Committed Christian who demonstrates a personal relationship with Jesus Christ as Savior and Lord
- Strong commitment and dedication to the pro-life position and holistic sexual health
- Agrees without reservation to the Statement of Faith, Statement of Principle and Clarity policies
- At least five years of proven experience in fundraising with nonprofit organizations, including major gifts and/or planned giving fundraising.
- Must adhere to the highest ethical standards, demonstrate an empathetic disposition and perseverance, and convey sensitivity to the needs of donors.
- Excellent attention to details and follow-through as demonstrated through effective project management experience.
- Demonstrated writing and editing skills.

Desired:

- Outstanding ability to work effectively in teams of diverse people and organizations.
- Experience working with a contact database, as well as with Microsoft Excel.
- Strong organizational, communications, problem-solving and analytical skills.
- Highly self-motivated and directed.
- Physical requirements include ability to spend hours listening and talking; working via computer, telephone and other electronic devices; driving frequently to meetings and events; light lifting of equipment and materials, with occasional night or weekend work, long days or overnight travel.

### **Major Responsibilities**

1. Work as the team leader of the Development Staff
2. Solicit large gifts to include Planned Gifts on behalf of the organization
3. Manage relationships with donors and donor prospects
4. Create and implement a donor centric, relationship based development program for Clarity

### **Specific Duties**

- Solicit gifts on behalf of the organization
  - Manage a portfolio of prospects and manage relationships with donors and prospects

- Initiate contact and meet with existing and potential donors; move potential donors toward solicitation and closure; make solicitations
- Develop cultivation strategies for prospects, engage staff, Board, or other organizational supporters
- Oversee the recruitment of hosts for special events such as banquets and other benefit events
- Oversee the production of materials to communicate with donors, current and potential supporters
- Identify opportunities to network with donors and prospects and engage members of the staff and board as appropriate to make the most of those opportunities
- Maintain consistent quality donor communications with the CEO, staff and Board
- Ensure timely communications follow all gifts to provide gratitude and documentation to donors
- Identify and implement opportunities for donor recognition, stewardship and appreciation
- Develop the plan and budget for the major donor program; track and report on progress of the major gifts program throughout the year
- Manage effective systems for tracking and cultivating donors, and prospects through the organizational database; update donor files with all donor contacts
- Lead the Development Team
  - Oversee fundraising staff
  - Lead the development of goals and strategies for the development department
  - Oversee the development of donor and prospect portfolios for cultivation and solicitation by the CEO, Board, and other staff and provide on-going support, appropriate accountability, and strategic counsel to each to support their successful cultivation and solicitation.
  - Provide direct support staffing to the CEO for major donor related responsibilities (ex. scheduling meetings with donors, writing donor communications, etc)
- Additional Duties Assigned to All Employees
  - Fund Development - All employees are expected to assist with execution of the annual development plan to support meeting the annual organizational budget. Activities may include, but are not limited to:
    - Playing a lead or support role in drafting content for and/or submitting grant proposals
    - Soliciting individual gifts from prospective major donors by mail, phone, and in person
    - Participating in donor cultivation and solicitation activities in support of small donor development, including by phone, email, or mail
    - Playing a lead role in executing small fundraising events or a support role in organizing larger fundraising or donor cultivation events
  - Represent Clarity
    - Represent the organization positively in public at all times by acting as a professional representative and ambassador
    - Support the mission and goals of the organization across all programs and departments
  - Administration
    - Maintain accountability to administrative systems and procedures, including submitting expense reimbursements, credit card reconciliations, invoices, productivity reports, and so on by the deadlines assigned, as well as submitting content for the organizational calendar and informing other staff of activities and whereabouts
    - Participate actively in staff meetings and retreats and Board meetings when requested
    - Plan, track, and report on individual and departmental work in support of organizational coordination and synergy
    - Contribute content for organizational communications and marketing materials, such as the website and newsletter
  - Coordination
    - Coordinate with the CEO to develop major gifts budget and development plans
    - Coordinate with the Development Team to ensure that lower level donor development plans and fundraising events feed into development of the major donor program

- Coordinate with the CEO and Board of Directors to develop prospects, schedule donor meetings and generate requests.

### **Reporting and Authority**

The Vice President of Development reports directly to the CEO. The VP of Development has delegated authority to implement approved plans and make implementation decisions related to fund development. The Vice President of Development will consult with the CEO before deviating from approved plans or making decisions that significantly affect program goals, resource allocations or other team members. The Vice President of Development will analyze options and make recommendations for decision by the CEO on major fund development questions and proposed goals, plans and budgets. The VP of Development will receive a yearly written and oral evaluation by the CEO.

**Compensation:** Full Time Salaried (40+ hours per week)