

## Vice President, Development - Job Description

### Women's Fund of Miami Dade - Nonprofit Vice President, Development

#### Organization

Founded in 1993, WOMEN'S FUND OF MIAMI DADE's mission is to empower women and girls through advocacy and funding for innovative initiatives that build equality, foster social change, and create community partnerships. WOMEN'S FUND envisions a community where all women and girls have equal access, opportunity and influence. By investing in women and girls, the whole community prospers.

For more information, please visit [www.womensfundmiamidade.org](http://www.womensfundmiamidade.org)  
Email cover letter and resume to: [info@womensfundmiami.org](mailto:info@womensfundmiami.org)

#### Position

Reporting to the Chief Executive Officer (CEO), the Vice President (VP), Development serves as a key leadership team member and an active participant in making strategic decisions affecting **Women's Fund**.

In partnership with the CEO, this position is responsible for all fundraising and development activities. The successful candidate will help forge new relationships to build **Women's Fund's** visibility, impact, and financial resources. The VP, Development also will design and implement a comprehensive plan for developing key external alliances by cultivating individual and philanthropic support. The VP, Development will have primary responsibility for establishing and implementing the infrastructure needed to grow a \$1.5-2M budget through the solicitation of major gifts, special events, and corporate and foundation support.

S/he will expand and diversify **Women's Fund's** donor base/pipeline and work closely with other team members to secure funding for new initiatives. In addition, the VP will work closely with the board of directors and support board members as they take on a more active fundraising role.

It is expected that the amount raised by **Women's Fund** will increase in future years as the VP, Development systematically and effectively strengthens the organization's overall fundraising capacity.

#### Responsibilities

- Support and partner with the CEO and board members on all major fundraising initiatives

- Actively work with the CEO and senior staff to develop and implement a comprehensive development strategy to include individual, corporate, foundation grants, etc.
- Have primary responsibility for major donor stewardship, including developing moves management process for existing donors and cultivating / securing new donors for the organization.
- Have responsibility for development and execution of all fundraising proposals
- Oversee research funding sources and trends, with foresight, to help position Women's Fund ahead of major funding changes or trends
- Monitor all donor information; provide and present statistical analysis to board and senior leaders
- Monitor and report regularly on the progress of the development program
- Identify, develop, and mentor the development team

### Qualifications

- 10-plus years of professional experience in a nonprofit organization; demonstrated success in a development function (managing and forging relationships with multiple donor sources)
- Tangible experience of having expanded and cultivated existing individual donor relationships over time
- Tangible experience of leading and stewarding an endowment campaign
- Excellent communication skills, both in English and Spanish, written and oral; ability to influence and engage a wide range of donors and build long-term relationships
- Strong organizational skills
- Flexible and adaptable style; a leader who can positively impact both strategic and tactical fundraising initiatives
- Ability to work both independently without close oversight, but also a team player who will productively engage with others at varying levels of seniority within and outside Women's Fund
- Bachelor's degree required, Master's preferred
- High energy and passion for Women's Fund mission are essential
- Ability to construct, articulate, and implement annual strategic development plan
- Strong organizational and time management skills with exceptional attention to detail
- Customer focus. Ability to understand and manage different cultures and environments in a multicultural city
- A professional and resourceful style; the ability to work independently and as a team player, to take initiative, and to manage multiple tasks and projects at a time
- Knowledge of Miami-Dade community, a definite plus

THE WOMEN'S FUND OF MIAMI DADE IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER AND ENCOURAGES WOMEN, RACIAL AND ETHNIC MINORITIES, PEOPLE WITH DISABILITIES, AND MEMBERS OF THE LGBTQ COMMUNITY TO APPLY.