



Job Description

Job Title	Vice President of Development		
Reports to:	Chief Administrative Officer	Department:	Development
Employee Type:	Full Time Regular	Classification:	Exempt
Supervisory Responsibilities:	Yes	Number of Employees:	2-4

Position Summary:	The Vice President of Development must possess a demonstrated ability to create a comprehensive strategy to guide THAW’s fundraising initiatives as well as a proven ability to capably direct Development staff in a team oriented and collaborative environment. VP of Development will work very closely with the CAO and CEO to develop funding relationships that will create long range sustainability for the organization, overseeing and executing all the organization’s fundraising and grant cultivation efforts.
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Essential Functions

- Represents THAW throughout Michigan to funders, decision makers, potential donors and others.
- Develops fundraising strategy, in tandem with THAW’s CAO and CEO that ensures viable funding streams.
- Executes organizational fundraising goals.
- Facilitates the overall management, development, administration, and coordination of THAW’s Development Department.
- Supervises and manages the development team.
- Establishes short- and long-range goals for unrestricted and restricted funding sources.
- Strategizes and orchestrates methods of approach to governmental, individual (major gifts and direct mail/membership), corporate and foundation prospects.
- Partner with leadership team and program staff to develop and implement program design and budgets for grants and grant proposals.
- Oversees grant proposals, solicitation materials and fund development reports.
- Cultivates and maintains a portfolio of donor prospects.
- Partners with CAO and CEO and others as needed to ensure proper stewardship and cultivation of donors.
- Ensures the integrity of all grants and donor database.
- Oversees maintenance of donor database and information.
- Serve as the primary staff liaison to the Fund Development Committee.

- Collaborates with the Board of Directors on Fund Development.
- Partner with HR in recruiting and training departmental employees, including conducting periodic performance reviews and evaluations.

Knowledge, Skills, and Abilities

- Connections to the funding community in Michigan.
- Commitment to accountability, measuring outcomes and a results-oriented culture.
- Demonstrated written and verbal communication skills.
- Strong interpersonal skills and a desire to work within a collaborative environment.
- Ability to handle and prioritize multiple tasks while maintaining attention to detail.
- Proficiency in Microsoft Office programs. Working knowledge of Raiser's Edge donor tracking systems a plus.
- Strong strategic and evaluation skills. Experience in grant writing and reporting is an asset.
- Demonstrated ability to build and foster strong partnerships.
- Sound judgment, professionalism and a positive attitude. Resourcefulness, creativity and strong problem-solving skills.
- Interest, enthusiasm, and affinity for the environment we serve.

Experience and Education

Bachelor's Degree and at least six (6) years of progressive experience in major donor fundraising management. The successful candidate will have a consistent track record of success raising several million dollars per year in a competitive fundraising environment. CFRE certification preferred.

Physical Requirements*

While performing the duties of this job, the employee is required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk or hear; taste or smell. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust and focus.

***THAW will make reasonable accommodations necessary to comply with the ADA regulations.**

Travel Requirements

Travel for this position may be approximately 20-35%. Must have reliable transportation, valid driver's license and insurance.

Work Environment

This position operates in professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

COVID-19 Considerations

THAW has instituted mandatory vaccine requirements and Covid Protocols for all staff to ensure staff and visitor safety. Currently, staff works a hybrid schedule (minimum 2-3 days/week in the office).

The Heat and Warmth Fund (THAW) is an equal opportunity employer. THAW does not discriminate on the basis of race/color/religion/sex/national origin/veteran/disability/age/sexual orientation/gender identity or any other characteristic protected by law.

I have reviewed and received a copy of job description for the position Vice President of Development.

Employee Signature

Date

Executive

Date

Human Resources

Date