

VICE PRESIDENT OF ORGANIZATIONAL CAPACITY

The Vice President of Organizational Capacity is a member of the executive administrative team reporting to the CEO and is responsible for leading the organizations advancement and sustainability. The VP of Organizational Capacity will also be responsible for developing and maintaining active and productive relationships with board members, donors and administration.

Specific areas of responsibility include:

Fundraising

- Designs, implements and manages all fundraising activities including annual giving, endowment and capital campaigns, special projects, and other revenue generating opportunities.
- Manages all strategies and activities for donor cultivation, solicitation, and relations.
- Maintains contact with and develops grant proposals for foundations and corporations.
- Develops and implements parent and class-based (student) fundraising programs.
- Develops a comprehensive planned-giving program.

Relationships and Infrastructure

- Works with Board Members and staff to develop strategies to initiate and meet aggressive fundraising goals.
- Develops “*market your organization*” training for students, staff and Board Members.
- Assumes responsibility for all newsletters, reports and other external communication.
- Assists with recommending and researching potential Board Members.
- Maintains office systems to support all development projects and operations.
- Manages donor and gift records.
- Coordinates development of a communication plan.
- Oversees the management of databases and all records, files, and gift processing.
- Manages the pledge reminder and acknowledgement programs.

Alumni & Parent Relations

- Manages and maintains the alumni database.
- Organizes and supports an alumni association.
- Organizes alumni events, collects news and information about the members of the alumni for publication, and keeps accurate records of the school's alumni.
- Develops and manages a parent engagement program.

Public Relations, Marketing, and Advertising

- Develops public relations plan and an advertising plan.
- Designs and oversees production of all major publications, including newsletters, annual reports, website content, and working with designers and printers to promote the *fund and friend* raising goals and activities.
- Creates and implements a communication and promotional plan for the Capital Campaign.
- Develops and implements strategies to promote mission statewide.

Qualifications:

- A minimum of 5 years professional development and/or fundraising experience
- Proven experience in designing and managing development and alumni relations programs.
- Experience with developing and maintaining productive working relationships with board members, donors, parents, administrators and partners.
- Excellent verbal and written communication skills.
- Ability to work as a leader and as part of a team.
- Familiarity with youth issues and development.
- Marketing, PR, Journalism experience highly preferred.
- Significant corporate and community relationships within Florida required.

Starting Salary: \$60,000 + Benefits

Location: Flagler Beach, Florida or a commutable distance. Relocation assistance is not provided.