

Position Title: Executive Vice President of Advancement
Reports to: President & CEO
FLSA Status: Exempt
Date: October 2024
Salary: \$100,000

POSITION DESCRIPTION

Executive Vice President of Advancement is responsible for creating a vision and campaign strategy and communicating the plan to all those involved. This individual manages the organization's fundraising strategy and execution of the Annual Campaign. This individual must be an experienced leader with strong communication skills. They are responsible for all community programs designed to build awareness of the organization's mission. The selected individual will work closely with the President/CEO to develop and strengthen the Memphis community's awareness of Federation's mission, and the programs and initiatives supported by the campaign.

MAJOR RESPONSIBILITIES

- Provide leadership in the strategy of donor growth, development, and stewardship.
- Create a culture of revenue development based on growth strategies using both existing fundraising channels as well as adding new fundraising channels.
- Establish long- and short-term goals related to revenue development for donors across all giving levels.
- Managing a portfolio of donors.
- Donor Cultivation, Solicitation and Retention.
- Engaging and sustaining Affinity groups.
- Engage the board to identify new donors.
- Execute meaningful events and programs.
- Collaborate with the Director of Marketing to develop and execute a strategic communications plan.
- Oversee and execute Emergency Campaigns as needed.
- Understand priorities of local agencies.
- Engage and manage committees needed to support all initiatives.

QUALIFICATION REQUIREMENTS:

- Bachelor's degree required
- Minimum 5 years senior level management and fundraising experience.
- Demonstrated success in managing and forging relationships, as well as closing major gifts.
- Dynamic public speaker with the ability to connect with and inspire others.
- Knowledge of the Jewish community, culture and practices.
- Ability to solve problems with minimal supervision.
- Ability to multi-task in a fast-paced environment.
- Knowledge of best practices of philanthropic program design and educational events.
- Excellent communication skills, verbal and written.
- Creative, entrepreneurial approach to development.
- Strong organizational skills and a desire to work in a collaborative environment.

SKILLS AND ABILITIES

- Problem-solving skills to identify problems, evaluate options, and execute solutions.
- Strong analytical skills and a strategic thinker.
- Outstanding communication skills, both written and spoken.
- Time management skills to manage the timeline of the strategic initiatives.
- Ensure any applicable metrics and performance pointers are in place to measure all progress.
- Identify strategic risks and help to reduce these risks.
- Solid understanding of the non-profit organizations.
- Strong sense of protocol, tact, and diplomacy to work effectively with diverse lay leaders, volunteers, and colleagues.
- Must provide sensitivity and confidentiality in all matters with key stakeholders.

Highly competitive salary and 401K options.

PHYSICAL ABILITIES

The ability to sit for extended periods at a desk. Standing, climbing stairs, walking, mental pressure, lifting files and boxes weighing up to 25 pounds. Ability to work flexible hours, including some weekends and holidays.

To apply, please send a cover letter and resume to lkaplan@jcpmemphis.org Cover letters should include examples of how your experience meets the critical skills required for this position.