

Girls on the Run International Vice President, Development and Partnerships

POSITION SUMMARY:

Reporting directly to the President and consistent with the mission of Girls on the Run International, the Vice President, Development and Partnerships is responsible for the development and execution of long and short term strategies to secure major gifts and corporate sponsorships to support the goals of GOTRI. The Vice President, Development and Partnerships will work closely with the Founder to identify, cultivate, solicit and steward corporations, corporate foundations, private foundations and individuals.

PRINCIPAL RESPONSIBILITIES:

This job description reflects management's assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned.

- Design, implement and manage a comprehensive proactive development plan that focuses on expanding and enhancing corporate and foundation relationships
- Responsible for ensuring organization meets annual contributed income revenue as determined by the Board of Directors
- Work closely with Founder, President and Board of Directors to establish financial development strategic plan
- With the support of the Founder and President, establish long-term partnerships and strengthen existing relationships with the corporate and foundation sector
- Create corporate sponsorship packages that include valuation and the obligations of and benefits to councils
- Serve as key contact for GOTRI corporate partners; ensure fulfillment, manage relationships and provide annual partner reports
- Responsible for all aspects of the financial development cycle including: initiating contacts with prospects; developing cultivation strategies; moving prospects in an appropriate and timely fashion toward solicitation and closure; making solicitations when appropriate and maintaining stewardship
- Maintain a schedule of contacts with corporate and foundation representatives, creating customized moves management plans, compelling presentations and comprehensive proposals.
- Manage the grant proposal development, submission and adherence process, ensuring that proposals are well written, strategic, submitted on schedule and tracked accordingly
- Collaborate with the Founder and President in the cultivation and stewardship of major individual donors
- Supervise Financial Development Coordinator and ensure all administrative functions of cultivation, stewardship, recognition and tracking of donors are met and that national sponsor activation at the council level is achieved
- Create a fundraising plan for local council use that includes an annual campaign template, sponsorship templates, and sample grants, letters and cultivation strategies.

GENERAL RESPONSIBILITIES:

- Serve as a role model for Girls on the Run; exhibit its core values and work to achieve the mission.
- Develop positive relationships with volunteers, community and staff.

- Any other duties deemed necessary by the President and/or Board of Directors

We understand and mutually accept that the above description represents our agreements as to the job to be performed.

Supervisor: _____

Supervisee: _____

Date: _____

Qualifications:

- A minimum of 5 years demonstrated successful corporate and foundation fundraising experience working for a national non-profit organization (or a comparably complex organization)
- CFRE certification preferred
- Demonstrated ability in grant and proposal writing
- Demonstrated track record of cultivation, solicitation, closing and stewardship, particularly with national corporations and foundations
- Demonstrated knowledge of methods and procedures for obtaining information about the giving programs of corporations and foundations
- A passion for GOTRI mission with the ability to comprehend and communicate self-esteem, body image and healthy living issues
- Effective oral and written communication skills
- Strong interpersonal and motivational skills
- High level of attention to detail
- Self motivation and discipline to regularly set and achieve work goals
- Ability to understand the needs and interests of corporations and major donors to develop effective relationships with GOTRI
- Ability to articulate the case for support so that individuals will believe in the vision, mission and goals of GOTRI
- Willingness to travel