



Position Title:	Overtime Status:	Reports to:
Vice President of Development	Exempt	President & CEO

POSITION PURPOSE

The Vice President of Development serves as the organization's lead fundraising executive and is responsible for building and sustaining the financial engine that powers the agency's mission. This role provides strategic leadership for the systems, relationships, storytelling, and revenue-generating activities necessary to ensure Big Brothers Big Sisters has the resources needed to effectively serve youth, volunteers, and families throughout the community.

The Vice President of Development is accountable for the overall revenue strategy of the organization and provides leadership for all philanthropic revenue streams, including major gifts, annual giving, planned giving, endowment development, corporate partnerships, foundation support, special events, and grant funding. This position develops and executes long-term fundraising strategies, establishes annual fundraising goals, identifies new funding opportunities, and ensures agency revenue efforts remain aligned with organizational priorities and budgetary needs.

While maintaining strategic oversight of all revenue streams, the Vice President of Development will dedicate a significant portion of their time to building and managing a portfolio of individual donors and prospective donors. This includes identifying, qualifying, cultivating, soliciting, and stewarding donors capable of making meaningful philanthropic investments in the organization.

Under the agency's current fundraising structure, the Vice President of Development serves as the primary relationship manager for donors and prospects below the organization's major gift threshold while partnering closely with the President & CEO on strategies involving the agency's highest-capacity philanthropic partners. The major gift threshold may be adjusted over time as the agency's fundraising program, donor base, and organizational capacity continue to grow.

As the agency's chief fundraiser, the Vice President of Development is responsible for developing and maintaining a robust donor pipeline and ensuring qualified prospects are strategically advanced through the donor cycle. This position works collaboratively with the President & CEO to maximize philanthropic investment and build long-term donor relationships that support organizational sustainability.

Once fundraising strategies, goals, and performance expectations are established, the Vice President of Development will appropriately delegate and oversee the execution of specific fundraising activities through staff, volunteers, consultants, and community partners. This position is responsible for ensuring accountability, monitoring performance metrics, and providing strategic direction across all development functions while maintaining direct responsibility for major donor engagement and revenue growth.

Upon successful onboarding and demonstration of proficiency in the role, the Vice President of Development will assume direct supervision of the Marketing & Development Coordinator and provide leadership and oversight for fundraising events, marketing initiatives, donor communications, and community engagement efforts that support the agency's development objectives and increase public awareness of the organization's mission and impact.

The Vice President of Development is responsible for developing and/or ensuring the successful implementation of all key components of the agency's development strategy, including major gifts from individuals, donor pipeline development, planned giving and endowment gifts, corporate and foundation giving, annual giving programs, grant

development strategy, and donor stewardship initiatives. This role forecasts revenue, establishes annual fundraising goals, identifies new funding opportunities, and regularly reports progress, challenges, and outcomes to the President & CEO and Board of Directors.

The Vice President of Development is responsible for managing departmental budgets and ensuring resources are strategically allocated to maximize fundraising effectiveness, operational efficiency, and long-term organizational sustainability.

This position builds, strengthens, and stewards relationships with major donors, philanthropic foundations, corporate partners, child advocacy stakeholders, and community leaders. The Vice President of Development serves as a key ambassador for the organization, representing Big Brothers Big Sisters at donor meetings, community events, speaking engagements, and partnership opportunities with professionalism, passion, and compelling storytelling that communicates the organization's impact throughout the community.

The Vice President of Development provides leadership in strengthening fundraising systems, CRM utilization, donor stewardship processes, performance tracking mechanisms, and overall development operations. This role collaborates closely with program, finance, and communications leadership to ensure alignment of organizational priorities, messaging, and strategic objectives. Following successful onboarding and transition into the role, the Vice President of Development will also provide leadership, coaching, and support to development staff to foster a high-performing, accountable, and mission-driven culture.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following statements reflect the general duties, responsibilities and competencies considered necessary to perform the essential duties & responsibilities of the job and should not be considered as a detailed description of all the work requirements of the position. BBBS may change the specific job duties with or without prior notice based on the needs of the organization.

Strategic Leadership & Development Operations

- Provide strategic leadership and direction for all fundraising and development activities.
- Develop and implement a comprehensive annual development plan aligned with organizational priorities and revenue goals.
- Establish long-term fundraising strategies that support agency growth and sustainability.
- Analyze fundraising trends, donor engagement data, and market opportunities to guide decision-making.
- Develop and maintain fundraising policies, procedures, and best practices.
- Participate in agency-wide strategic planning and organizational leadership initiatives.
- Collaborate closely with agency leadership to align development, programs, marketing, and financial priorities.

Major Gifts & Individual Giving

- Develop and manage a robust major gifts program focused on donor acquisition, cultivation, solicitation, stewardship and retention.
- Build and maintain relationships with major donors, prospective donors, and community philanthropists.
- Partner with the President & CEO to develop strategies for donors contributing \$10,000 or more annually.
- Develop strategies for annual giving donors and recurring supporters.
- Conduct donor meetings, cultivation activities, solicitation visits, and stewardship opportunities.
- Develop donor recognition and stewardship programs that strengthen long-term engagement.

Foundation, Corporate & Strategic Funding Partnerships

- Identify, cultivate, and secure foundation and corporate funding opportunities.
- Develop and maintain strategic relationships with foundation representatives, corporate partners and community investors.
- Collaborate with the Vice President of Programs to identify grant opportunities that align with organizational priorities and revenue goals.
- Ensure adequate grant funding opportunities are considered as part of the agency's overall revenue strategy and annual fundraising goals.
- Facilitate connections and collaboration with the Vice President of Programs when grant opportunities require development, donor, or funder engagement.
- Diversify revenue sources through strategic corporate and foundation partnerships.
- Monitor funding trends and emerging opportunities to support long-term organizational sustainability.
- Ensure foundation, corporate, and grant-funded initiatives align with organizational priorities and mission impact.

Planned Giving & Endowment Development

- Develop and implement strategies to grow planned giving and endowment support.
- Educate donors regarding legacy giving opportunities.
- Build and manage a pipeline of planned giving prospects.
- Work with professional advisors and community partners to promote long-term charitable investments.

Event & Community Engagement Leadership

- Provide strategic oversight and support for agency fundraising events.
- Supervise and support the Marketing & Development Coordinator in event planning, execution, marketing, and donor engagement activities.
- Ensure fundraising events achieve revenue, participation, and stewardship objectives.
- Represent the organization at events, speaking engagements, donor meetings, and community functions.
- Increase community awareness and engagement with the agency's mission and impact.

Donor Management & Stewardship

- Maintain accountability for donor database integrity and effective CRM utilization.
- Ensure donor interactions, stewardship activities, and development strategies are accurately documented.
- Develop systems and processes that improve donor engagement and retention.
- Utilize fundraising metrics and analytics to evaluate performance and inform strategy.
- Ensure timely and meaningful donor acknowledgment and stewardship activities.

Staff Leadership & Talent Development

- Recruit, supervise, coach, and evaluate development and marketing staff.
- Develop a high-performing team culture focused on accountability, collaboration, and results.
- Conduct regular supervision meetings and annual performance evaluations.
- Establish performance expectations and development goals for direct reports.
- Support training, professional development, and leadership growth opportunities.
- Foster collaboration between development, marketing, finance, and program teams.

Financial Management & Strategic Resource Stewardship

- Develop and manage departmental budgets in partnership with the President & CEO.
- Forecast fundraising revenue and monitor financial performance throughout the fiscal year.
- Ensure fundraising strategies remain aligned with agency budget needs and long-term sustainability goals.
- Analyze fundraising return on investment and resource allocation opportunities.
- Make strategic recommendations regarding resource growth and revenue diversification.

Leadership Team Responsibilities

- Serve as an active member of the agency's Leadership Team.
- Participate in strategic planning, organizational goal setting, and operational decision-making.
- Contribute to the development and execution of agency priorities.
- Collaborate with leadership staff regarding agency-wide initiatives and challenges.
- Support Board of Directors and committee activities as assigned.
- Provide updates and recommendations regarding development performance, opportunities, and emerging trends.
- Assist in program strategies that strengthen organizational growth and sustainability.
- Model and promote the agency's mission, vision, values, and culture.

Other Duties

- Complete BBBSA training and certification requirements as assigned.
- Participate in local, regional, and national Big Brothers Big Sisters initiatives.
- Maintain professional knowledge through ongoing education and development.
- Perform other duties as assigned by the President & CEO.

EDUCATION & RELATED WORK EXPERIENCE

Required Education

Bachelor's Degree in Business, Communications, Marketing, Public Relations, Nonprofit Management, Philanthropy, or a related field.

Preferred Education

Master's Degree in a related field and/or CFRE certification.

Required Experience

- Minimum three years of progressively responsible fundraising or business development experience.
- Proven success managing comprehensive fundraising programs.
- Experience securing major gifts, sponsorships, foundation funding, and annual giving support.
- Experience developing and managing budgets.

Preferred Experience

- Experience within a nonprofit organization.
- Experience leading fundraising efforts exceeding \$1 million annually.
- Experience with planned giving and endowment development.
- Experience working with boards, volunteers, and fundraising committees.

SKILLS & KNOWLEDGE

Required

- Strategic fundraising and development planning.
- Major gift cultivation, solicitation, and stewardship.
- Donor relationship management.
- Strong written and verbal communication skills.
- Public speaking and presentation skills.
- Grant strategy and proposal development.
- Budget management and financial analysis.
- Relationship-building and networking skills.
- Data analysis and fundraising metrics evaluation.
- Proficiency with CRM and donor management systems.
- Strong organizational and project management abilities.
- Commitment to the agency mission.

Preferred

- CFRE certification
- Experience with CRM platforms

- Planned giving experience
 - Capital campaign experience
 - Advanced fundraising analytics experience
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PERFORMANCE EXPECTATIONS & KEY ACCOUNTABILITIES

Success in this role will be evaluated through measurable outcomes including:

Fundraising Performance

- Achievement of annual fundraising goals.
- Growth in major gift revenue.
- Growth in recurring donor participation.
- Successful diversification of revenue sources.

Donor Engagement

- Increased donor retention and stewardship outcomes.
- Growth of qualified donor pipeline.
- Completion of identified donor meetings and cultivation activities.

Leadership & Staff Development

- Development and retention of high-performing staff.
- Positive employee engagement and accountability.
- Effective supervision and performance management.

Financial Stewardship

- Accurate fundraising forecasting and reporting.
- Effective management within approved budget parameters.
- Strategic allocation of development resources.

Community Leadership

- Growth in community partnerships and engagement.
 - Strong representation of the organization throughout the community.
 - Positive visibility and awareness of agency mission and impact.
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CORE COMPETENCIES

Strategic Leadership

Develops and executes fundraising strategies that advance organizational mission and sustainability.

Communication – Verbal & Written

Communicates effectively and persuasively with donors, stakeholders, staff, and community leaders.

Relationship Building

Establishes and maintains trust-based relationships that advance organizational goals.

Results Orientation

Sets ambitious goals, monitors progress, and achieves measurable outcomes.

Financial Acumen

Understands fundraising performance, budgeting, forecasting, and resource allocation.

Problem Solving & Analysis

Uses data, experience, and critical thinking to identify opportunities and solve challenges.

Strategic Alignment

Ensures all development activities advance agency mission, vision, and strategic priorities.

Valuing Diversity

Promotes an inclusive environment where all individuals are respected and valued.

CORE VALUES

Integrity First

We choose to do the right thing and insist that our actions display honesty, accountability, responsibility, respect, justice, and courage.

Comprehensive Safety

We invest time to educate, monitor, and ensure all feel physically, emotionally, and socially safe.

Positive Impact

We choose actions that provide encouragement, establish trust, instill confidence, demonstrate hard work, and create opportunities for growth.

Access, Belonging & Opportunity

We believe that every young person deserves access to a positive mentor, a sense of belonging, and the opportunity to achieve their full potential.

EMPLOYEE ACKNOWLEDGEMENT	
I have reviewed this job description with my supervisor and acknowledge receipt.	
Signature:	Date: