Veterans Community Project (VCP) Overview
Founded in 2015 in Kansas City, MO, VCP is dedicated to supporting every man and woman who took the oath to defend our nation. The greatest barrier to ending Veteran homelessness is the revolving door of unstable housing and the frustrating maze Veterans must navigate in order to get basic support. We believe that to be an effective program, the first step is to connect Veterans and the community. VCP created an innovative homeless housing program and outreach assistance that provides inclusive services to aid Veterans in re-claiming control over their lives.

The overall goal of VCP is to collaborate not to compete with the social services sphere. We focus on three lines of effort: 1) Build and maintain transitional housing, 2) Say "yes" to every Veteran in need through our outreach program and community-based housing. 3) Connect Veterans and the community. By 2022, we expect to have VCP Villages, VCP Community Centers, and Veterans Outreach Centers in eight cities across the United States. For more information, visit www.veteranscommunityproject.org.

Position Summary
The Director of Development serves as a member of the local leadership team and is the leader of local development efforts. Under the direction of the CDO, she/he initiates and implements development strategies, planning, and activities that result in a compelling, donor-centered development program which invites our community-at-large to have a lasting relationship with VCP to achieve our goals.

She/he will serve as a major gift officer, interacting with individuals and senior members of corporations/foundations; ensure local fundraising goals are met; may serve as a liaison with other organizations’ staff when VCP is involved in joint ventures; supervise the development staff to include recommending staff hires, discipline, performance management, and day-to-day supervision of the department.

Essential Duties and Responsibilities
- With the CDO, develop and implement an integrated development program using a variety of cultivation, solicitation and stewardship techniques including making personal visits, and phone calls, sending appeals, events and gatherings, online campaigns, and networking. Includes helping unleash the giving potential of a wide array of funders and stakeholders.
- Manage the local day-to-day development operations including prospect identification and research; cultivation and communications strategies; proposal development; writing, submission, and tracking of grants; solicitation strategies; donor stewardship, donor-centered communication, and outreach activities; and community engagement/volunteer relations.
- Act as a key liaison and staff support to the local Board of Directors and ensure that annual fundraising goals are met.
- Provide leadership in research, qualification, and cultivation of prospective donors. Develop and implement a moves management plan (identification/qualification, discovery, cultivation, solicitation, stewardship) to build relationships and secure gifts. Determine readiness of donors to progress toward giving and deeper engagement with VCP. This includes developing strategies for
solicitation, including recommendation of gift purpose and level, and identifying others to be involved throughout the process as well as documenting information and actions in VCP’s CRM.

- Partner with programmatic areas to successfully and strategically integrate VCP programs into funding proposals.
- Plan, coordinate, prepare materials, and participate in meetings to cultivate and solicit prospective donors and community partners.
- Provide professional expertise and direction to volunteer fundraisers, recruiting, training, and managing volunteers to achieve departmental goals.
- Together with CDO, Dir. of Communications/Events, and the Donor Relations & Data Analyst, ensure meaningful donor stewardship plan is in place and implemented to achieve maximum donor loyalty and develop marketing strategies to promote the VCP image.
- Invite qualified donors to include VCP in their legacy/planned giving. Maintain consistent, ongoing relationships with those that do so.
- Regularly review and analyze development reports, identifying areas of opportunity and growth (ie: PYBUNTS, action reports, top donors, etc.).
- Support the CDO by providing regular updates on progress, activities, and other initiatives.
- Participate in annual budget preparation, including making revenue projections and goal setting.
- Foster relationships with other VCP departments and development team members in other cities to build a cooperative and effective program that promotes a culture of philanthropy.
- Together with Dir. of Communication/Events, develop and execute donor recognition (sponsorship) plans, setting appropriate levels and ensuring benefits are provided.
- Cultivate, in collaboration with other departments, current community partners/sponsors for expanded funding opportunities; research new sponsorship options using appropriate cultivation activities.
- Participate in planning, implementation, and promotion of local Veteran engagement program (JointOps 5); work with marketing staff to create and provide marketing materials.
- Cultivate and build collaborative relationships with community leaders and organizations to build philanthropy for VCP in local metropolitan area.
- In partnership with Dir. of Communication/Events, support VCP signature events related to major gift/sponsor solicitation.
- Carries out supervisory responsibility in accordance with VCP policies, procedures, and applicable laws including; interviewing, hiring and training, planning, assigning and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.
- Be able to share the VCP story and Mission Statement.

Competencies and Areas of Expertise may Include:

- Passion for the mission of VCP.
- Bachelor’s degree in communications, marketing, non-profit management, or a related field or equivalent educational experience.
- Seven – ten years progressively responsible related experience; or any combination of education, training and experience, that provides the required knowledge, skills, and abilities to perform the essential functions of the job. Work experience preferably in non-profit environment.
- Advanced understanding of the principles of fundraising; current issues and trends in fundraising; corporate social responsibility; marketing; fiscal management; and volunteer management.
• Exceptional interpersonal skills with emphasis on building relationships and asking for gifts.
• Experience in grant writing as well as major giving (individual and corporate), portfolio/moves management.
• Ability to skillfully use a variety of questions and other active listening techniques to promote a robust discussion with donors, ensuring their needs and VCP’s needs are both achieved.
• Strong verbal and written communication skills with the ability to develop and deliver compelling arguments regarding the value proposition of VCP. Experience in donor-centric communication preferred. Ability to express ideas and facts in a clear manner appropriate for the individual or group; listens to and comprehends what others are saying; prepare organized and structured presentations; has demonstrated ability to work with a wide range of sensitive and confidential issues and communicate effectively with a diverse group of donors, volunteers, and staff.
• Knowledge of a non-profit donor CRM is required (ie: Raiser’s Edge, NEON, Salesforce, etc.)
• Knowledge of principles and practices of budgeting and accounting.
• Advanced knowledge of technical computer skills in Microsoft Office (Word, Excel, Outlook, PowerPoint) and social networking, including ability to utilize technology for research.
• Self-motivated to set, attain and surpass goals, with minimal supervision.
• Strong understanding of strategic planning, management, and performance management and an ability to work with, train, and coach employees and volunteers.
• Commitment to maintain confidentiality of information, records, and materials.
• Ability to assess own skills and abilities and identify areas for improvement; willingly accepts constructive feedback; seeks developmental opportunities; sets and achieves goals; works independently.
• Demonstrated confidence to prepare for conversations and visits with potential donors by gathering key information and setting strong objectives to achieve successful outcome.
• Flexibility is a key attribute for this position. VCP is a fast-paced environment. A willingness to take on additional duties, or change course, to ensure the success of the organization is essential.
• Must possess intellectual curiosity and a desire to continuously learn and grow as well as curiosity to understand how your job impacts the work of others.
• Must have organizational skills and attention to detail. Can orchestrate multiple activities at once to accomplish a goal; uses resources effectively and efficiently; arranges information and files in a useful manner. Must have the ability to manage projects, workload and engage constructively with the other members of the VCP team.
• Strong performance management and evaluation capabilities are required including the willingness and ability to ensure accountability. Spends his/her time and the time of others on what’s important; quickly zeroes in on the critical few and puts the trivial many aside; can quickly sense what will help or hinder accomplishing a goal; eliminates roadblocks; creates focus.

Please email cover letter and resume to Vannessa Van Goethem-Piela, Chief Development Officer,
vypiela@veteranscommunityproject.org

This job description should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this description. Any essential function or requirement of this job will be evaluated as necessary should an incumbent or applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation(s) for the specific disability will be made for the incumbent or applicant when possible.