



Vice President of Development

Normalcy. Dignity. Hope. – Christ's Haven For Children is a nonprofit organization centered around these core values. We are located in Keller, Texas; and provide a trauma-informed, family model of care for displaced children, teens, and young adults. As a voluntary placement organization, we are an option outside of traditional foster care, often when a caregiver has exhausted all efforts to properly care for a child. Whether a child is with us for six months or sixteen years, we utilize that time loving them as our own and instilling normalcy, dignity, and hope into their lives. As a Christian organization, our hope is that their time with us will help lead them toward healing from their past abuse and/or neglect.

We are looking for a strategic leader to join our team as the **Vice President of Development**. Reporting to the CEO, the VP of Development will be responsible for executing the donor relations strategy and fundraising initiatives to raise \$2,000,000 annually.

Core Competencies:

Management & Collaboration
Strategy Development
Donor Relations & Planned Giving
Special Events & Corporate Partnerships
Foundation Relations
Database Management
Communications

Management & Collaboration:

- Manage Development team:
 - Special Events and Corporate Partnerships Manager
 - Volunteer and In-Kind Giving Manager
 - Grant and Annual Giving Manager
 - Donor Database Coordinator
- Provide strategic direction, coaching, and support to the Development team while creating a positive, creative, and collaborative team environment.
- Collaborate effectively across the organization to ensure the Development team's alignment with the broader organizational vision as well as programmatic, marketing, and performance activities.

Strategy Development:

- Provide strategic leadership in the planning, execution, and management of Christ's Haven's Development efforts, including individual giving, special events, corporate and

foundation relations, church relations, capital initiatives, planned giving, in-kind giving, and other new initiatives.

Donor Relations & Planned Giving:

- Cultivate, solicit, and steward a portfolio of 100+ major individual donors and prospects, with an average of 6-8 donor visits each month.
- Identify planned giving prospects and execute planned giving strategy.

Special Events & Corporate Partnerships:

- Provide oversight and support to the Special Events Manager developing event budgets and identifying sponsor prospects.
- Support the Corporate Partnerships strategy to drive impactful partnerships.

Foundation Relations:

- Collaborate with Christ's Haven's grant writer to identify new funding opportunities and secure significant foundation and governmental support.
- Play an active role in maintaining key foundation relationships and writing upwards of 10 grants per year.

Database Management:

- Oversee gift processing and acknowledgment processes, assuring timely correspondence, efficient internal systems, accurate record-keeping, fulfillment of donor benefits/recognition, and monthly reconciliation with the Finance Department.

Communications:

- In collaboration with the Director of Communications, integrate the organization's key messaging into Development initiatives and campaigns.
- Work in collaboration to strategically promote key donor relationships and partnerships.

Other:

- Keep abreast of the latest research and trends in philanthropy, particularly those pertaining to the child welfare system.
- Maintain an understanding around charitable giving tax allowances while seeking guidance from a tax advisor.
- Represent Christ's Haven at various civic, business, and chamber events.
- Other duties as determined by the CEO.

Required Qualifications:

- Bachelor's Degree, and 7+ years of experience in non-profit fundraising
- Experience devising, implementing, and managing individual and institutional fundraising efforts, including experience with all facets of the donor cycle – from prospecting through to post-giving stewardship.

- Experience managing a portfolio of major individual donors, with a demonstrable track record of successfully soliciting gifts of \$10,000 and greater.
- Exceptional writing, organizational, and interpersonal skills, including the ability to speak publicly about Christ's Haven's mission and work.
- Highly organized and systems-oriented with strengths in delegation and relationship management.
- Polished, personable, donor-centric demeanor in all communications.
- Good sense of judgment, tact, and diplomacy.
- A highly motivated self-starter, with the ability to work both collaboratively as part of a close-knit team and independently.
- Ability to successfully manage multiple projects simultaneously with a keen attention to detail.
- Adept computer skills, including fluency in MS Office, experience with customer relationship managements databases (preferably Salesforce).

Position:

The VP of Development is a full-time, exempt position that will be based in Keller, Texas. Some weekend and evening hours throughout the year will be required for special events, networking, meetings, etc.

Interested candidates should submit their resume to cassie@christshaven.org.