



Job Title: Vice President of Philanthropy

Classification: Full-Time, Exempt
Supervisor: President & Chief Executive Officer
Appraiser: President & Chief Executive Officer
Salary: From \$55,000 DOE

Objective of Job:

Secure and expand financial and food support for The Idaho Foodbank through development of a robust major gifts / planned giving program, overseeing external communications, food sourcing and purchasing, special events, volunteer engagement, grant development and direct response marketing. Serve as a key member of the Foodbank senior management team to move the agency toward identified board outcomes. The Philanthropy department is ultimately responsible and accountable for the acquisition of contributed resources necessary to support the majority of The Idaho Foodbank's budgetary, food, and grocery product needs. Through the provision and management of multiple food and fund development strategies, creation of strong supportive relationships with internal and external stakeholders and engagement of Idahoans in the efforts to eliminate hunger, the Vice President of Philanthropy will lead the Philanthropy team to achievement of annual and strategic goals.

Qualifications:

- Bachelor's degree, with a Master's degree preferred and a minimum of five to eight years' as a senior fundraising professional.
 - CFRE Certification desired
 - Proven leadership abilities to effectively fund raise and generate necessary support through implementation of a comprehensive fund development strategy
 - Demonstrated effectiveness and success in corporate and individual major gifts fundraising.
 - Extensive experience cultivating and stewarding relationships with major donors and prospects, leading to solicitation of significant gifts, including deferred, life income, and estate gifts.
 - Experience designing and overseeing private cultivation and stewardship events in support of major and planned gift programs.
 - Skilled at budget development and monitoring.
 - Outstanding verbal, writing, editing and computer skills (Microsoft products) and experience working with Raiser's Edge or similar fundraising software required.
 - Ability to interact professionally and credibly with business and foundation leaders and high net worth individuals.
 - Ability to represent the Foodbank in senior level meetings and to be an effective ambassador for its mission and programs.
 - A skilled manager who is able to lead, coach, train and mentor the philanthropy team
 - Demonstrated strong analysis skills, strategic thinking and planning, goal orientation, motivated, team focused and communication skills.
 - Ability to make decisions, prioritize, manage multiple tasks and meet deadlines
 - Committed and enthusiastic about organizational mission of ending hunger in Idaho.
 - Demonstrated delivery of legendary customer service to all.
 - Knowledge of legislation affecting not-for-profit organizations.
 - Experience engaging a board of directors in major giving.
 - Idaho driver's license and access to a personal vehicle.
 - Demonstrated ability to work cooperatively with people of diverse interests and backgrounds
- Essential Functions:

Essential Functions:

The Vice President of Philanthropy will supervise a staff of twelve whose focus is on generating the food, funds, public engagement and messaging critical to addressing the mission of The Idaho Foodbank. S/he is responsible for providing the senior leadership for all philanthropy activities including:

1. Establish and implement both an annual outcome-oriented philanthropy work plan as well as long-term goals, strategies and activities for delivering on the Foodbank strategic plan.
2. Identify, cultivate, solicit, steward and expand upon relationships with major individual donors, foundations and corporations.
3. Provide leadership, direction and management for the Philanthropy team and the organization, creating a professional environment tied to the values, vision, mission and strategic outcomes of the Foodbank.
4. Identify, track, and deliver on benchmarks for food and fund generation.
5. Produce reports to track progress against goals and benchmarks to support the case for food and fund donor engagement and investment.
6. Identify, cultivate, solicit and expand the number of major and planned-giving prospects and donors.
7. Work collaboratively on fundraising throughout the entire agency including with board members and other volunteers to define priorities and articulate messages to donors.
8. Oversee and assess cultivation events and opportunities to deepen relationships and enhance engagement of people within The Idaho Foodbank donor base.
9. Create relevant development tools including materials, correspondence and related copy for use in print and on-line.
10. Work collaboratively to create a comprehensive communications strategy that supports overall philanthropy goals designed to advance programs and priorities of the Foodbank.
11. Collaborate with the CEO and Board of Directors to create and implement a major gifts plan for The Idaho Foodbank which increases revenues and supports the strategic direction in accordance with ethical fundraising principles
12. Monitor trends in the state and region and adapt fundraising strategies as necessary;
13. Oversee the training, managing, mentoring, and development of staff, building an outstanding, high-performing team.
14. Responsible for the monitoring and performance evaluation of staff within the Philanthropy department in consultation with Human Resources.
15. Other duties as assigned by CEO.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required, nor a binding contract of any kind.