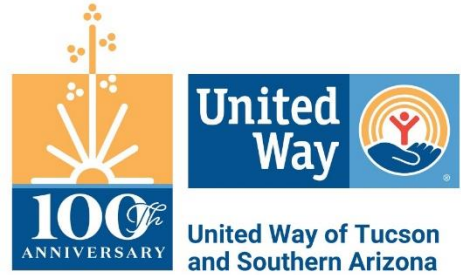


## Position Description

### Vice President of Philanthropy



#### Job Summary:

The Vice President of Philanthropy serves as a key leadership team member and active participant in making organizational strategic decisions to finance the organization's growth and development. Reporting to the Chief Executive Officer, the VP of Philanthropy is responsible for the design and implementation of a comprehensive plan for developing key community alliances by cultivating, soliciting, and stewarding philanthropic support from individuals, corporations, and foundations. The VP of Philanthropy identifies and addresses development issues that affect the resources necessary for funding of the organization's programs and operations through major gifts, annual campaign, endowment, planned giving, and grants.

The VP of Philanthropy drives engagement initiatives, which strengthen constituent relationships, create awareness, and build constituent support for UWTSA. The VP of Philanthropy develops and executes plans to further engage high-level constituents including corporate partners and new and existing individual and institutional donors at all levels to increase their understanding of the role that UWTSA plays in the community. The VP of Philanthropy actively and personally participates in cultivation, solicitation, and stewardship of gifts.

As a member of UWTSA's Operations Team, the VP of Philanthropy will bring a genuine passion for UWTSA's mission coupled with proven experience identifying and achieving goals and objectives. The VP of Philanthropy oversees and manages the team of fundraisers and development professionals. As a member of the Leadership Team, the VP of Philanthropy models and supports effective, on-going cross-departmental partnerships that address the intersections of fundraising, board governance, program and infrastructure.

The VP of Philanthropy will have proven experience as a fundraising and organizational development specialist, with several years of management experience in a non-profit organization or a similar environment and experience in the cultivation of up to seven (\$500K – 1 million) figure gifts. A high degree of self-direction and initiative is required to be successful in this role.

All United Way of Tucson and Southern Arizona (UWTSA) programs and strategies work toward eliminating racial, ethnic, and socio-economic disparities for an educated, thriving, and equitable community.

United Way offers competitive wages and a generous benefits packet with employer contributions for full time employees including medical, dental, 401K, HRA, PTO, 11 paid holidays, and opportunities for educational and professional development. For more information about our organization, see [www.unitedwaytucson.org](http://www.unitedwaytucson.org).

**Salary - \$95K - \$125K**

## **Responsibilities:**

### **Leadership Giving**

- Direct, design, organize, and implement strategy to segment, prospect, cultivate, solicit and grow leadership and major givers.
- Direct staff and volunteers to develop strategies to grow the number of leadership givers.
- Develop effective donor management and retention programs to increase the share of dollars directed to the United Way of Tucson and Southern Arizona impact areas from current and new donors.
- Develop sponsorships and provide support for events such as: the Annual Leadership Recognition Event.
- Identify and develop Endowment and Planned Giving prospects.

### **Annual Campaign**

- Design, organize, direct, and implement strategy to increase the overall number of workplace campaign donors and address donor attrition.
- Support effective donor management strategies focused on continuous growth in donor retention and level of giving while increasing the share of dollars directed to United Way of Tucson and Southern Arizona impact areas from current and new donors.
- Develop alliances as appropriate with corporate, government and private partners.

### **Administrative Management and Functions**

- Build and lead a diverse Development team that enables the organization to succeed; Hire the right people; Demand high performance and results; Ensure staff's work is aligned with mission and strategy.
- Develop and implement strategic long-range plans for Philanthropy and Annual Campaign fundraising efforts; track/report results.
- Establish, monitor, and administer budget and expenses within budget requirements, including planning and managing budget line items for specific outcomes.
- Counsel and assist staff in professional growth and development within United Way of Tucson and Southern Arizona and the community. Conduct timely performance evaluations.

### **Strategic Positioning**

- Is present and visible in the community and with partners, donors, volunteers, etc.; Engages, listens and understands community aspirations.

### **Other Duties as Assigned**

### **Qualifications, Skills and Abilities:**

- Minimum requirements include a bachelor's degree with at least three to eight years of progressive experience in a similar role.
- Requires masterful corporate relations, consultative sales experience and strategic philanthropy knowledge, skills and abilities.
- Manages organization's affinity groups, giving societies, and giving circles.
- Ability to interact with all levels of staff.
- Excellent written and verbal communication, public speaking, training, facilitation, administrative and interpersonal skills.

- Ability to successfully deliver in a fast-paced, dynamic environment.
- Demonstrated ability to establish and maintain effective working relationships with all levels of United Way staff as well as donors, community partners, vendors and other constituents.
- Develops people to meet both their career goals and the organization's goals.
- Recognizes the value that diversity brings to an organization and community and has a commitment to expand equity whenever possible.
- Ability to tactfully handle stressful situations, negotiate and resolve conflicts, maintain confidentiality and to respect and observe organizational protocol.
- Skills using Windows-based software, including Internet browsers, e-mail, word processing, spreadsheet, database, and presentation software.
- Ability to maintain a flexible work schedule and adjust it as required by changing activities.
- Must possess a valid driver's license, current auto insurance, daily access to reliable vehicle and able to occasionally lift up to 30 pounds.
- Ability to travel regularly to meet with donors and/or attend special events.

## **POLICY STATEMENT**

United Way of Tucson and Southern Arizona is an equal opportunity employer. We champion diversity, equity, and inclusion. We take action to ensure equal opportunity and all candidates are considered without regard to race, color, religion, national origin, age, sex, sexual orientation, gender identity, marital status, ancestry, physical or mental disability, veteran status, or any other legally protected status.

Upon hire and/or prior to starting employment with us, the successful candidate will be required to provide evidence of COVID vaccination or provide proof of eligibility for medical exemption.