

FULL TITLE: Vice President, Fund Development
SUPERVISOR: COO

PURPOSE: The Vice President of Fund Development (VP) will lead overall revenue development strategy and activities, in alignment with the Forum's strategic objectives and business priorities. The VP will be responsible for developing, cultivating, and managing a pipeline of current and prospective funding prospects, focused primarily on philanthropic and corporate funders. The VP will lead the Forum's Funding & Partnerships workstream within the framework of the strategic plan. The VP reports directly to the Chief Operating Officer (COO) and works with executive leaders and the Board of Directors to develop strategies in multiple fundraising channels, including major and mid-level grants, foundation and corporate giving, and event sponsorships.

Organization & Background

Founded in 1998, the **Forum for Youth Investment** is a national nonprofit, nonpartisan "action tank" committed to changing the odds that all children and youth are ready for college, work, and life. The Forum connects leaders to ideas, services and networks that can help them make more intentional decisions that are good for young people, even in the face of limited resources. It helps leaders who are trying to improve & align policies, plan & partner for impact, and/or strengthen programs & adult practice across all the systems and settings where young people spend time.

The Forum is a thriving organization with a budget of \$10 million, a staff of 40, and headquarters in Washington, DC. The Forum overall is funded by a mix of foundations, corporations, and a fee-for-service contract base. For more information on the Forum, please visit www.forumfyi.org.

Position Responsibilities

Build strategy to develop strong, expanding pipelines of grant-based donors for Forum programs and initiatives.

Track and monitor enterprise-wide revenue goals in collaboration with the COO and provide recommendations for annual budget development.

Analyze Forum funding trends to identify opportunities for increased funding and areas in need of greater business development. Conduct internal and external research to identify funding opportunities with foundations and community-based funding organizations.

Cultivate, manage, and maintain relationships with organizational funders and stakeholders through targeted and strategic outreach and stewardship.

Oversee the proposal development process for grants and other gifts.

Respond to requests for proposals (RFPs) for funding as appropriate.

Partner with the COO, the Director of Budget and Finance, and business unit and project leaders to provide oversight of the proposal development process.

Coordinate activities with staff and executives to prepare project budgets, ensuring that each is in a format appropriate to both internal needs and meets funder understanding.

Oversee the work of the Grants and Contracts Manager, tracking progress on funding related deliverables.

Lead fund development activities while brokering communication between funders and internal stakeholders.

Conduct internal education to help Forum staff identify projects requiring funding, and collaborate in developing project and program work plans that are aligned to strategic objectives and grant ready.

Required Competencies

- **Strategy**
Develop and implement a fundraising plan for all channels to achieve short-term and long-term goals. Develop annual fundraising budgets. Identify, cultivate, solicit and expand the number of giving prospects and donors. Provide analysis and reporting on the overall performance of fundraising against goals and the strategic plan. Stay apprised of advancements and changes pertinent to fundraising and the development profession. Direct and lead adaptations to current strategies and practices in accordance with these changes as necessary. Provide vision and direction to build and manage a full-scale development program. The Vice President of Fund Development will also be involved in the strategic planning process and other strategic decisions for the entire organization.
- **Revenue Development**
Building on a strong experience base and creative intellect, the VP will design and pursue growth strategies for existing fundraising channels. Identify new opportunities to expand organizational funding and design, plan and lead successful new fundraising channel initiatives based on well-crafted strategy.
- **Branding and Marketing**
Partner with strategic communications to ensure brand representation and adherence across fundraising collateral.
- **Supplier Management**
Ensure adherence to organizational policies and procedures. Collaborate with IT Department and outside experts to ensure seamless management and implementation of all fundraising applications and technologies as critical components of the organization's capacity to raise funds.
- **Donor Relations and Cultivation**
Create, implement, manage and assess a comprehensive donor relations plan to support the organization's fundraising efforts, including responding to donor concerns and/or requests, gift acknowledgements, program information and stewardship. Foster a positive, ongoing relationship with donors by maintaining contact and proactively educating donors on outcomes. Design and implement growth and retention strategies with existing donors and opportunities to forge new donor relationships.

Performance/Character Requirements

We are looking for colleagues eager to be on a career path that involves continuous learning and growth. Team members across all levels of the Forum engage with one another and foster the development of others to achieve a high level of competency in these characteristics and leadership qualities:

- **Manages Self** – You ask for feedback on impact of your behavior on others. You identify and follow through on actions in response to constructive feedback. You honestly assess your own strengths and know what weaknesses need support.
- **Leads Courageously** – You act courageously to make changes that will improve the organization. You consistently drive to successful outcomes and stay composed and positive in challenging situations.
- **Communicates Effectively** – You communicate (both in writing and verbally) clearly, succinctly, and in a timely manner. You provide information people need to know to do their jobs, make well-informed decisions, and to feel part of a team. You are able to engage an audience and achieve the desired effect in a variety of formal presentation settings.
- **Builds High-Performing Teams/Develops Others** – You form and lead teams capable of getting results. You create a learning environment of creativity and engagement. You can effectively raise and resolve conflict with the team. You provide frequent and timely developmental feedback to others and construct compelling developmental plans. You take personal responsibility for mentoring high-potential employees.
- **Makes Quality Decisions** – You clearly state where you stand on issues, even if it is unpopular. You seek input from appropriate parties before making decisions, and make timely decisions.
- **Demonstrates Strategic Agility** – You anticipate future consequences and trends accurately. You're able to align your goals to the overall organizational strategy. You can create breakthrough strategies and plans.
- **Demonstrates Business Acumen** – You understand and create opportunities to cultivate and support exceptional partnerships. You are able to make the case for decisions and initiatives. You adapt strategies and tactics to create a success defined by metrics.
- **Influences and Negotiates** – You influence others by building coalitions or alliances among diverse groups. You effectively adapt influence strategies depending upon the situation. You're skillful at removing barriers that get in the way of effective collaboration among groups.
- **Manages Vision and Purpose** – You inspire commitment to a compelling vision and shared values. You create a climate in which people want to do their best. You're able to champion change and lead the organization through a transition.
- **Thinks Strategically, Executes Skillfully** – You can see the forest through the trees and know how to craft strategic short and long-term programs that are aligned with organizational goals. At the same time, you can't wait to roll up your sleeves and get the work done.
- **Is Goal Oriented** – We want someone who is a doer, with determination and commitment to reach a goal, and a strong bias toward action. You always find a way to make it happen.
- **Demonstrates Creativity** – While there are tried-and-true tactics in your toolbox, you explore new ways of thinking and continually strive to create best-in-class programs that move your organization and field forward.
- **Handles Ambiguity** – You can effectively cope with change and lead others through it.

- **Communicates Assertively** – As a senior-level communicator, you express opinions directly, confidently, and accurately. You can also be very persuasive and influence the way others think, feel, or behave.
- **Collaborates & Values Relationships** – You can quickly gain the respect and trust of your peers, colleagues, and leadership team. You understand the importance of listening, asking probing questions, and allowing others to be heard.
- **Takes Risk** – The entrepreneurial spirit shines through in your willingness to experiment with new approaches and act even though the outcome is uncertain.
- **Models Diplomacy** – You have worked in diverse settings and teams and understand the cultural sensitivities of doing business with partners and clients around the country. You are tactful in dealing with diverse people or situations.
- **Exhibits Professional Acumen** – You demonstrate confidence, experience, and poise under pressure.

Qualifications

A successful track record in development for non-profit organizations, with at least eight years in leadership posts. Experience with planning and management toward significant fundraising goals.

Leadership experience within a sophisticated fundraising operation. Experience working in youth development, education, and/or workforce development preferred.

Strong people management skills.

Direct experience in managing successful development initiatives (cultivation through solicitation and stewardship).

This is not an exhaustive list of all responsibilities, duties, skills, efforts, or requirements or working conditions associated with the job. While intended to be an accurate reflection of the current job, management reserves the right to revise the job or to require different tasks. This description does not constitute a contract of employment and The Forum may exercise its employment-at-will rights at any time

Working Environment

Flexibility is required to adapt to the dynamic work environment of a non-profit “action tank” that has national clients and exposure during a key inflection point in the organization’s development. Ability to lead and advise on enterprise-wide initiatives is essential. The VP, Fund Development will ideally be based in the Forum’s Washington, DC office.

Position & Compensation

The salary range, duties and responsibilities of this position meet the requirements of Section 13 (a) (1) of the Fair Labor Standards Act and therefore qualifies as an "exempt" position. The starting salary for this executive-level leadership position is targeted between \$117K and \$125K, dependent upon experience and qualifications, with a comprehensive benefits package. Please send resume and cover letter with salary requirements to: jobs@forumfyi.org. Applications will be reviewed on a rolling basis. If your application is selected for an interview, you will be contacted directly. No telephone calls or inquiry emails, please.

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The Forum for Youth Investment is committed to creating a diverse work environment and is proud to be an Equal Opportunity Employer and drug-free workplace, and to comply with ADA regulations

as applicable. All applicants are considered for all positions without regard to race, religion, color, sex, gender, sexual orientation, pregnancy, age, national origin, ancestry, physical/mental disability, severe/morbid obesity, medical condition, military/veteran status, genetic information, marital status, ethnicity, alienage or any other protected classification, in accordance with applicable federal, state, and local laws. We encourage individuals of all backgrounds to apply. If you are a qualified candidate with a disability, please email us at jobs@forumfyi.org if you require a reasonable accommodation to complete your application.