

**[JOB DESCRIPTION](http://www.unm.edu)**

**[Job Title:  Vice President of Development  
FLSA Classification:   Exempt](http://www.unm.edu)****Job Status: Full-Time Regular**

**Reports To: CEO**

The Union Gospel Mission Twin Cities is a Christian ministry responding in faith to Biblical principles to serve those experiencing homelessness, poverty, or addiction in our community. We provide Christ-centered, discipleship-oriented pathways and programs that restore dignity and wholeness to men, women and children.

**POSITION SUMMARY:**

The Vice President of Development is the senior development and marketing executive responsible for all aspects of development, donor services, marketing, communications and volunteer management functions in alignment with UGMTC vision, mission and goals. Working closely with the CEO, the Vice President of Development oversees the brand presence of UGMTC and leads the raising of financial and other support needed to meet UGMTC’s short-term and long-term goals.

**DUTIES AND RESPONSIBILITIES:**

* Exercises independent and professional judgment in planning, setting direction and decision-making regarding the operations, administration, processes and procedures for Development and Donor Services in alignment with UGMTC mission, values and policies.
* Leads UGMTC’s development strategies and operations to meet financial goals and achieve a diversified funding mix across direct mail, gift-in-kind, planned giving, major gifts, special events, peer-to-peer fundraising and capital campaigns involving individuals, churches, foundations, and corporations.
* Partners with the Chief Executive Officer and Board of Directors to establish annual goals and meet fundraising goals. Ensures that department is in alignment with UGMTC strategic plan.
* Personally responsible for major donor relations and acquisition of major gifts.
* Partners with Chief Financial Officer to assist in projecting reliable cash flow and reporting to support management of the operating budget.
* Serves as primary representative of UGMTC to the community in the absence of the Chief Executive Officer and personally manages a select donor caseload as agreed to with the Chief Executive Officer.
* Leads and directs public relations ensuring accuracy of information, appropriate representation, and monitoring of the mission’s voice in the community.
* Supports the Chief Executive Officer, Executive Leadership Team, Board committees and Community Advisory Board providing information and analysis around marketing and development issues, trends and their implications for UGMTC. As a result, makes actionable recommendations on both strategy and operations.
* Professionally engage and nurture church, foundation, community, and business relationships, enhancing the reputation of UGMTC and drawing upon them for advice, donations, discounted services or in-kind donations for UGMTC.
* Oversees the development team in the annual gift cycle to achieve UGMTC goals, including the cultivation, engagement, retention and migration strategies for new prospects and existing individual, church, corporate and foundation donors.
* Is responsible for establishing measurable benchmarks and accountability for each department.
* Ensures that the organization’s large and small annual fundraising events meet revenue targets and strategic goals.
* Oversees planned giving, grants, and major donor programs; and develops philosophy, targeted solicitation strategies and techniques.
* Develops and oversee the policy and practices for the receipt, management and disbursement of equity and property given to UGMTC.
* Leads capital campaigns to support the achievement of long-term strategic goals of UGMTC.
* Evaluate the effectiveness and results of Fundraising, Marketing, Communications, Donor Services and Volunteer Services initiatives. Presents progress to the Chief Executive Officer and Board of Directors.
* Directs the coordination of fundraising activities and community engagement events with Donor Services, Program Management, Volunteer Management and Marketing staff, creating opportunity for staff involvement.
* Oversees Marketing and Communications function, providing direction to the Marketing & Communications Manager on events, communications, and promotions; print, digital, social media and public relations strategies to ensure overall brand strategy and presence are in alignment with UGMTC’s mission and vision.
* Oversees the volunteer management function, providing direction to the Volunteer Services Manager on creating vibrant church and community engagement through the cultivation, recruitment and assignment of volunteers.
* Oversees the Donor Services Department to ensure proper and timely receipting of donations and donor database administration.
* Oversees Volunteer Manager to monitor volunteer services and utilization across UGMTC.
* Oversees and manages over $3 million operational budget for Development function.
* Enforces safety and occupational health policies and procedures; corrects unsafe conditions within department and reports injuries immediately.
* Leads with a Christ-centered approach to hiring, firing, managing, evaluating, training and developing their team. Recruits and selects staff aligned with UGMTC statement of faith.
* Addresses and responds to internal and external questions regarding UGMTC’s mission, vision, statement of faith and core values.
* Leads prayer and devotions with staff; attends UGMTC sponsored spiritual enrichment activities.
* Maintains co-operative relationships with other departments within UGMTC and surrounding community organizations.
* Represents the Christian values and ethics of UGMTC when interacting with Donors, students, staff and vendors.
* At any time, with or without notice, performs other duties and activities as assigned.

**MINIMUM JOB REQUIREMENTS:**

* Bachelor’s degree in marketing , communications or equivalent work experience; MBA preferred
* 10 years of broad development and marketing experience
* 5 years staff management experience, managing a development team
* Knowledge of nonprofit management, accounting and taxes
* Nonprofit Board experience
* CFRE preferred
* Experience or desire to work with underserved communities and people experiencing homelessness or poverty

**KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:**

* Support UGMTC’s statement of Christian faith and has desire to share that faith, prayer and knowledge with staff, volunteers and clients. Ability to demonstrate this in word and deed by supporting the ministry of UGMTC, attending a local church and commitment to prayer and study of the Bible.
* Understands biblical concepts and principles; able to transfer these concepts and principles through teaching, coaching, and mentoring.
* Demonstrate a courteous, high-integrity and Christ-like manner with internal and external partners and while performing all responsibilities.
* Highly developed, collaborative leadership and team-building skills.
* Ability to manage effectively across a variety of functions, programs and people at all levels.
* Successful track record of cultivating, soliciting and securing the gift with major gift prospects.
* Demonstrated experience leading successful capital campaigns.
* Excellent interpersonal communications, public speaking and writing skills.
* Experience managing a complex budget and developing alternative revenue streams.
* Ability to manage and coordinate contracted consultants/partners and volunteers.
* Must maintain confidentiality and reliability.
* Advanced Microsoft Office Suite skills, especially Excel; and database and fundraising software applications like Razors Edge and ADP Workforce Now.
* Knowledge of current trends and strategic marketing and fundraising approaches.
* Experience working with a Board of Directors and organizational strategic planning
* High level of energy, personal motivation, initiative and creativity.
* Ability to gather data, compile information, analyze trends, define problems and prepare reports.
* Apply knowledge of UGMTC departments and services to explain them to students and staff.
* Interpersonal and communication skills necessary to work effectively with a wide range of constituencies in a culturally diverse community.
* Self motivated and strives for the continuous improvement of program outcomes.

**WORKING CONDITIONS AND PHYSICAL EFFORT:**

* Work is performed in a typical interior/office within an emergency shelter / transitional housing environment with occasional outside work required
* While performing the duties of this job, the employee may, on occasion, be exposed to angry or violent students or community members; Moderate to high exposure to physical risk.
* Must be able to lift 10-15 lbs.
* Work requires talking, typing pushing, pulling, reaching, crouching, stooping, twisting, carrying, and other physical activities

*Union Gospel Mission Twin Cities is a 501(c)(3) nonprofit, evangelical Christian Ministry; as such, employees must share the Mission’s Statement of Faith and Code of Conduct, and adhere to the Mission’s employee handbook policy manual and guidelines set forth by the organization. This position requires satisfactory completion of criminal background check, drug screening, and a credit check.*