



For economic and racial justice

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December 8, 2022

Position Title: Vice President of Development

Reports to: President & CEO

Supervises: Senior Foundation Relations Officer, Senior Major Gifts & Planned Giving Officer, Senior Corporate Relations & Events Officer, Foundation Relations Officer, Development Manager

Location: Chicago, Illinois preferred; remote will be considered for the right candidate

The Shriver Center on Poverty Law fights for economic and racial justice. Over the past 50 years, we have secured hundreds of law and policy victories with and for people experiencing economic instability in Illinois and across the country.

Everything we do is powered by communities most affected by poverty. We litigate, shape local policy, and train and convene multi-state networks of lawyers, community leaders, and activists to advance opportunity for all—not just the few.

Our country is rife with laws and policies that systematically disadvantage certain groups while advantaging others based on their race, gender, and other facets of their identities. We believe laws and policies—and the institutions that apply them—should be designed to support people. Together, we're turning this ideal into reality.

We are building a future where all people, families, and future generations have equal dignity, respect, and power under the law. Join the fight at povertylaw.org.

Position Overview: The Shriver Center is seeking a dynamic, experienced Vice President of Development to lead a results-oriented Development Team and serve as part of the Senior Leadership Team, contributing to the strategic leadership of the organization. Joining the Shriver Center as we implement a new strategic plan that seeks to expand our national presence, the Vice President of Development will develop and lead a fundraising plan that complements this new organizational strategic plan.

The Vice President of Development will advance the Shriver Center by passionately and strategically connecting people and resources to our mission and impact; providing oversight of foundation, event, and individual giving activities; directly securing major gifts and planned gifts; supporting and guiding the President & CEO in donor cultivation and stewardship; and leading efforts to develop stronger funding partnerships with law firms, corporations, and other institutions. The Shriver Center currently has a budget of \$6.5 million, with roughly \$5 million of that generated by the Development team.

The successful candidate, in partnership with the President & CEO, will expand and diversify the Shriver Center's donor base and donor pipeline by developing and maintaining effective relationships with potential and current major donors, corporate giving officers, pro bono managers, philanthropic advisors, foundation leadership, and others to provide lasting support for Shriver Center programs and initiatives. In addition, the Vice President of Development will work closely with the Board of Directors, the Professionals' Council, senior advisors, staff, and volunteers and support these important partners as they serve as champions, ambassadors, and fundraisers for the Shriver Center.

Responsibilities:

Strategy

- Oversees the creation, implementation, and management of an organizational fundraising plan that complements our new organizational strategic plan.
- Annually meets identified goals in each fundraising area and generates sufficient revenue to fund the Shriver Center's annual budget.
- Works closely with the President, Board of Directors, Senior Leadership Team, and other staff to lead the development and implementation of an annual resource development plan, provide a vision for integrated long-term annual fundraising objectives, and equip the President and other fundraising participants with the tools needed for successful engagement.
- Participates at a senior leadership level in designing and implementing the organization's overall objectives, strategic plan, and annual budget.

Relationship Building

- Serves as the organization's lead fundraiser, maintaining a personal portfolio of major donors, corporations, law firms, and others.
- Coaches and supports the President & CEO on cultivating and stewarding important donor relationships.
- Supervises Development staff to conduct prospect research and develop relationships with prospective major donors, corporations, law firms, and foundations leadership that lead to direct solicitations.
- Provides leadership on the creation of a corporate giving program by creating and overseeing implementation of portfolios for corporate stewardship cultivation and solicitation.
- Coordinates with the Senior Leadership Team to identify opportunities for pro bono support and partnerships with corporations and law firms for our advocacy and legal training programs.

Events & Experiences

- Oversees the planning, implementation, execution, and follow-up of all fundraising events, including a large annual gala in Chicago and, in 2023, a 10th anniversary reception for our Racial Justice Institute.
- Leads effort to assess and revamp event fundraising strategies in a post-Covid environment.
- Works with the Vice President of Communications to create development-related public relations and marketing materials (such as the annual report, brochures,

- newsletters, etc.) that work in coordination with overall organizational branding and marketing efforts.
- Works with the Board of Directors and President & CEO to develop and promote various public affairs programs and donor cultivation events.

Department Leadership & Supervision

- Staffs the Board Development Committee and provides guidance and support to the Professionals' Council, Leadership Council, Planned Giving Council, and Emeritus Council.
- Supervises and motivates Development staff, delegates appropriately, ensures strong internal communication and coordination, evaluates performance and provides opportunities for professional growth, and provides oversight to outside consultants and volunteers as needed.
- Provides oversight to ensure the accuracy, integrity, and confidentiality of supporter/prospect data.
- Prepares annual Development budgets and income projections; regularly reviews fundraising revenue and expenses; tracks progress to goals; and prepares reports and presentations for the CFOO, President & CEO, and Board of Directors.
- Completes administrative responsibilities of the position in a timely manner including approving departmental expense reports and leave time, and submitting credit card receipts, timekeeping, and other reporting requirements as required.
- Executes special projects and other assignments as required.

Qualifications:

- 7+ years of successful leadership and managerial experience in a senior fundraising position with demonstrated ability to lead effective donor-centric fundraising efforts that meet or exceed fundraising goals, including major gift campaigns, events, planned giving, corporate-related strategies, and annual fund growth.
- Demonstrated success in cultivating, securing, and stewarding major individual gifts of \$50,000+ required.
- Demonstrated commitment to social justice and advancing racial equity; experience working and managing across lines of differences and working with and in economically and racially diverse communities preferred.
- Ability to learn and speak knowledgably about pressing issues related to economic and racial justice, and about proposed law and policy solutions to these issues.
- Bachelor's degree required.
- Experience working in an advocacy organization helpful but not required.
- Self-direction and self-motivation, creativity in problem solving, and the ability to work collaboratively and independently.
- The ability to motivate, manage, and develop senior, mid-level, and junior staff and hold them accountable.
- Demonstrated success managing development-related public relations for non-profit organizations.
- Experience with instituting and synthesizing key performance indicators for donor data to provide actionable information to team, senior leadership, and Board.
- Strong competency in utilizing fundraising software technology and web-based media.

- Excellent written and verbal communication skills, including public speaking and presentation skills.
- Demonstrated ability to manage projects on time and on budget.
- Demonstrated ability to influence diverse people to meet goals and deadlines, as well as to build and manage teams and work collaboratively with senior leadership, Board members, consultants, colleagues, and volunteers.
- Demonstrated ability to develop and maintain successful interpersonal relationships with donors and constituents.
- Ability to travel within the US (approximately 10% of the time) to meet donors and host fundraising events.

Salary/Benefits: This full-time exempt position offers a starting annual salary of \$150,000 and a comprehensive benefits package that includes health, dental, vision, life, and disability insurance, generous paid leave, flexible work schedules, pre-tax flexible spending accounts, pre-tax commuter benefits, and a 401(k) plan.

Opening/Closing Date: Open immediately; closed when filled. Applications are accepted on a rolling basis.

Applications: Send a cover letter and résumé to Audra Wilson at hr@povertylaw.org.

At the Shriver Center on Poverty Law, we know that a richly diverse mix of professionals makes organizations more effective. As such, we make demographic and experiential diversity a hallmark and priority of all our work.