

Paso del Norte Foundation

Position Title: VP Development
FLSA Status: Exempt
Reports to: CEO

Position Summary: The VP Development, in partnership with the Board of Directors and CEO, is responsible for the development and implementation of a robust fund development program to include donor development, communications, donor relations, supervising staff and being part of a forward-thinking team dedicated to the philanthropic goals of individuals, corporations, foundations and nonprofit organizations to improve health, education, economic development and quality of life in the Paso del Norte region.

General Duties and Responsibilities:

- Develop and implement a comprehensive fund development plan and meet annual, short and long-term fundraising goals.
 - Responsible for a portfolio of prospective donors facilitating major and planned gifts.
 - Responsible for donor services and donor/gift recognition including donor management platforms and donor research.
 - Build relationships and work with professional advisors such as attorneys, tax planners and wealth experts to facilitate client charitable goals in partnership with the Foundation.
 - Develop and implement a comprehensive marketing, communications, public relations plan for consistent messaging and branding to include print materials, website and social media.
 - Act as liaison with community organizations, donors and general public to assure effective communications.
 - Assist in the development and implementation of the Foundation's strategic plan.
 - Manage, supervise and coach development staff.
 - Develop and oversee development budget.
 - Ensure compliance with all legal and statutory reporting requirements.
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Qualifications:

Education and Experience: Master's Degree preferred. A minimum of seven (7) years management and fundraising experience at the executive level preferred.

Knowledge, Skills and Abilities:

- Excellent leadership skills
- Proven fundraising skills and abilities
- Excellent interpersonal, public relations, written/oral communication and presentation skills
- Self-motivated
- A sound knowledge of finance planning and tax reforms
- Basic knowledge and experience in working with donors to establish charitable trust funds and designated funds for the foundation
- Ability to manage staff and committees and work in teams
- Experience in working directly with and for boards of directors
- Ability to communicate with stakeholder groups, supporting their collaboration and coordination

- Ability to establish and maintain effective working relationships with staff, board members, committees, regulatory agencies, and the public
 - Ability to work well under stress, meet deadlines, multitask and deliver high- quality results
 - Excellent time management skills
 - Exceptional management capabilities
 - Considerable knowledge about non-profit and governmental organizations, their governance, organizational dynamics, and financial management
 - Exceptional organizational, analytical and conflict resolution skills
 - Fluency in Spanish preferred
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Physical Requirements / Work Conditions:

- Evening and weekend work required
- Occasional out-of-town travel required
- Work conducted in office environment and in the community
- Repetitive motion in the operation of computer
- Frequent sitting required; occasional standing, bending, and stooping

The description is intended to provide a general understanding of the requirements for the position and shall not be construed as declaring the absolute particulars of the position. Management reserves the right to assign, direct and control the work of employees as necessary.