JOB DESCRIPTION
Vice President of Development

Job Title: Vice President of Development

Job Summary: The Vice President of Development works with a portfolio of corporate and foundation donors, while overseeing fundraising, communications and our support of the Library. This position supervises four development staff members and reports to the President.

Location: Indianapolis, Indiana

Terms: FLSA exempt. Full-time. Forty (40) hours per week Monday-Friday with occasional evenings and weekends. Hybrid schedule is available after the first 90 days of employment.

About Us: The Indianapolis Public Library Foundation is a not-for-profit organization that raises private contributions to support The Indianapolis Public Library. The Foundation has assets of $23 million and raises $2.5 million in contributions per year. The Foundation strives to provide exceptional service to the Library and our donors. Aside from service, the Foundation’s other values are innovation, collaboration and diversity, equity and inclusion.

Primary Duties and Responsibilities:
• Lead the Foundation’s development program. (40% of time)
  o Set the course.
    ▪ Recommend development-related objectives and tactics for the strategic plan (conducted every three years).
    ▪ Create and coordinate implementation of an annual, multi-channel development plan that aligns with the strategic plan, addresses all phases of the fundraising cycle and has defined roles for buy-in from staff and directors.
    ▪ Assess the development plan’s success by monitoring, interpreting and reporting formative and summative metrics.
  o Nurture a high-performing development team.
    ▪ Have an inclusive leadership style that optimizes employee engagement, productivity and job satisfaction.
    ▪ Manage all phases of the employee life cycle for four direct reports: Senior Development Officer, Development Officer, Associate Development Officer and Development Assistant.
    ▪ Evaluate and ensure the team structure is effective and efficient.
  o Mobilize the board’s participation in fundraising.
    ▪ Provide staff support for the Development Committee. Partner with the Chair to set agendas. Ensure timely completion of minutes.
    ▪ Invite the Development Committee’s input on development plans that involve the board.
- Partner with the Development Committee to ensure all directors understand and are equipped to perform their fundraising role.
- Offer and coordinate staff support to help directors create and complete their personal fundraising plans.

- Raise funds for the Foundation. (40% of time)
  - Maintain a portfolio of 65 donors, with a focus on foundations and corporations. Make at least five donor visits per month.
  - Identify, research, qualify and cultivate prospective donors.
  - Secure gifts by making effective oral presentations and grant proposals. Track progress and follow up as needed.
  - Manage grants post-award. Submit updates and reports to funders.
  - Document significant activity with donors in the donor database to reflect portfolio activity and performance.

- Build positive, collaborative relationships with Library colleagues. Ensure clear expectations and efficient systems are in place on the Foundation team to support excellent and timely service (in terms of funding programs and stewarding staff donors). (10% of time)

- Other responsibilities. (10% of time)
  - Ensure we have appropriate fundraising technology and use it effectively.
  - Contribute to the annual budget process. Forecast revenue. Recommend annual fundraising goals, fundraising expenses and Library investments.
  - Support and attend Foundation events.
  - Represent the Foundation at Library and community events.
  - Participate on the Foundation’s DEI staff committee when asked to serve.
  - Other duties as assigned.

Qualifications:
- Commitment to the Foundation’s mission and values.
- Bachelor’s degree.
- Seven years of full-time professional fund development experience in organizations with annual fundraising goals of at least $2 million. CFRE preferred.
- Ability to build exceptional donor relationships across all stages of the development cycle.
- Experience overseeing a fund development or advancement team, including all phases of employee lifecycle management.
- Ability to develop, manage and implement fundraising plans that support organizational strategy, while cultivating enthusiasm and buy-in from the rest of the team.
- Ability to track, analyze and explain fundraising performance using donor management software and financial reports.
- Experience supporting board volunteers in fundraising.
- Excellent written/oral communication skills; ability to interact positively with diverse internal and external stakeholders.
• Proficiency using productivity software (word processing, spreadsheets, calendaring, email, etc.), virtual meeting software, the internet and donor communications/management software. Experience with Raiser’s Edge a plus.
• Leadership, flexibility and a collaborative work style.
• Excellent attention to detail, organization, time management, project management, dependability and problem-solving skills.
• Professionalism, discretion and honesty in handling confidential information.
• Enthusiasm, energy and a sense of humor.

Physical Requirements:
• Prolonged sitting and computer usage.
• Occasional bending and lifting of items up to 20 pounds.
• This position requires travel for business purposes within the Indianapolis metro area (50% of work time).