

# DEVELOPMENT

<b>Job Title:</b>	Vice President, Strategic Development	<b>Job Code:</b>	
<b>Department:</b>	Executive	<b>Job Category:</b>	Executive/Senior Level Officials and Managers
<b>Location:</b>	Arlington, VA	<b>Job Class:</b>	Senior Management
<b>FLSA Code:</b>	Exempt	<b>Salary Range:</b>	Commensurate with experience. Excellent benefits package.
<b>NAICS WC Code:</b>	8810 - Clerical	<b>Position Type:</b>	Full - Time
<b>Reports to:</b>	President & CEO	<b>Management Job (Yes/No):</b>	Yes

## OVERVIEW

Reporting to the President and CEO, the Vice President, Strategic Development serves as a key leadership team member and an active participant in making strategic decisions affecting USCRI. Partnering with the CEO, the Vice President, Strategic Development will work with the Board, development and communications teams and senior staff to build USCRI's fundraising and communications efforts to increase USCRI's revenue and enhance its visibility with external constituencies.

The successful candidate will be a creative and visionary leader capable of forging new relationships to advance the overall fundraising at headquarters and in the field offices and advance USCRI's communications in traditional and digital markets. Through a comprehensive planning process involving major gifts, online and direct mail solicitations, corporate partnerships, foundation grants, federal and state grants, and special events, the Vice President, Strategic Development will be responsible to sustain and grow our annual donor base and pipeline of prospects. It is expected that the amount raised by USCRI will increase in future years as the VP of Strategic Development systematically and effectively strengthens the organization's overall fundraising capacity and amplifies its brand and visibility.

## ESSENTIAL DUTIES AND RESPONSIBILITIES

### Development:

- **Management of Personnel:** Oversight of 11 development staff – 8 in local field offices and 3 at headquarters;
- **Planning and strategy:** Work across the organization with key leaders to drive the work of the development team including long-term, annual, and day-to-day planning, prioritizing, and management of USCRI's development work; Create short and long-term development strategies to lead the next stage of USCRI growth; Build revenue projections and the annual development budget;

- **Organizational leadership:** Work with the CEO and senior leadership as an active member of the senior leadership team to help shape and drive USCRI's organizational and program strategies; Ensure ongoing communication and collaboration with the administrative, communications, and program departments;
- **Program storytelling:** Obtain a deep understanding of all program work and think creatively about how to make USCRI's work come alive, inspiring more individuals and organizations to understand the challenges and importance of helping refugees and other uprooted people to lead dignified lives;
- **Major gifts:** Build up and take the lead in managing USCRI's major giving program, developing the strategies, cultivation activities, materials/messages, and stewardship programs required to attract and retain five-figure and higher gifts from individuals; Build relationships with donors; Research prospects and work with senior leadership to find, cultivate, and solicit new major donors. Prepare the CEO and other staff and board for donor meetings;
- **Foundation grants:** Hone and expand our grants program, develop proposals and reports, steward relationships with existing foundation donors, cultivate new foundations, and develop strategies for aligning USCRI's programmatic goals and projects with institutional donor interests;
- **Corporate partnerships:** Seek to expand our corporate relationships into meaningful, mutually rewarding partnerships through grants, in-kind support, sponsorships, promotion, volunteer engagement, and other ways to enhance corporate-USCRI programming;
- **Individual giving:** Supervise online and offline fundraising campaigns;
- **Special events:** Supervise online and in-person (when safe) event planning and implementation, including honoree and event chair recruitment, sponsorship solicitation, and creation of publicity materials; work with event consultants in managing the venue and night-of programming.

#### Communications:

- **Management of Personnel:** Oversight of two communications staff;
- **Media Relations:** Actively engage, cultivate and oversee media relationships to ensure coverage surrounding USCRI's programs, advocacy, special events and public announcements;
- **Communications Products:** Responsible for varied and integrated communications products such as newsletters, annual report and other print publications, web, enews and social media;
- **Brand Management:** Serve as the chief brand management officer at the organization who protects and elevates the organization's brand across all channels and ensures consistent messaging;
- **Strategic Vision:** Identify emerging, timely issues facing the organization to share effectively with relevant constituencies;
- **Special Events:** Oversee the strategic vision and production of various USCRI events to ensure maximum promotion and attendance.

#### Board and Staff Relations:

- **Board:** Inspire and engage the Board to be a fundraising and communications asset. Act as the staff liaison to the Development Committee and work with individual board members to leverage their networks on behalf of USCRI;
- **Staff management:** Supervise the development staff at headquarters and in field offices; supervise the communications staff at headquarters and ensure the effective management of the entire team; and
- Perform other duties as assigned by supervisor.

All of the above duties and responsibilities are essential job functions subject to reasonable accommodation. All job duties indicated is not be an exhaustive statement and other job-related duties may be assigned as required by the supervisor(s).

#### POSITION REQUIREMENTS

- Bachelor's degree required; advanced degree preferred;
- 10+ years of experience in leadership positions in nonprofits;
- Successful fundraising track record of securing six-figure plus gifts with a cross-section of donors including foundations, corporations, individual donors and government;
- Demonstrated experience executing communications and marketing strategies that enhance brand awareness and stakeholder engagement, including the implementation of digital and social media strategies that increase visibility, engagement and loyalty among supporters and other key audiences;
- Outstanding leadership and team building skills, with experience recruiting, nurturing and motivating staff to higher achievement;
- Proven track record of cultivating, soliciting, and stewarding major, individual and institutional donors in traditional and creative ways;
- Deep understanding of how to monitor and drive results to meet fundraising and communications goals;
- Excellent communicator and storyteller; ability to make USCRI's work come alive through inspiring written materials, stories, and talking points;
- Strong project management skills with the ability to plan effectively, meet all deadlines, and coordinate the involvement of others;
- Ability to maintain high standards of ethics, integrity, and professionalism, including dealing with sensitive and proprietary donor information;
- Proficiency in Office 365, especially SharePoint, Word, Excel, PowerPoint, and Outlook;
- Knowledge of and demonstrated proficiency with donor management databases and research databases; and
- Demonstrated support of USCRI's values by exhibiting respect for others, maintenance of confidential information and an appreciation of a multicultural workplace and a with a dedication to human rights, including of trafficking survivors, refugees, immigrants, asylum seekers, and vulnerable or disenfranchised populations.

### **TRAINING REQUIREMENTS**

- Satisfactory completion of USCRI's Orientation and Training; and
- Complete additional training as identified by supervisor or Human Resources.

### **PHYSICAL DEMANDS**

- Use of manual dexterity, tactile, visual, and audio acuity;
- Use of repetitive motion, prolonged periods of sitting and standing, and sustained visual and mental applications and demands;
- Occasional lifting (up to 25 pounds), bending, pulling, and carrying; and
- Quantitative/mathematical ability (addition, subtraction, multiplication, division, standard measurements).

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

### **EQUAL EMPLOYMENT OPPORTUNITY**

U.S. Committee for Refugees and Immigrants is an equal opportunity employer.

Reviewed By:		Date:	March 30, 2021
Approved By:		Date:	<a href="#">Click here to enter a date.</a>
Last Updated By:		Date/Time:	March 30, 2020