



VICE PRESIDENT FOR ADVANCEMENT

JOB DESCRIPTION - MARCH 2024

Job Title: Vice President for Advancement
Department: National Office - Development
Status: Salaried, FLSA exempt, regular, full-time
Location: On site at the National Office
Reports To: President

The Opportunity

The Vice President for Advancement (VPA) is the leader of development in SPO, including responsibility for all general fundraising efforts and personnel. The VPA plans and executes SPO's fundraising strategy in order to secure the financial support needed to continue to advance SPO's mission. The VPA is also a member of SPO's executive team, working closely with other executives to lead the organization, including collaborating in areas outside of development.

Responsibilities

1. Strategic leadership

- a. Develop SPO's general fundraising strategy to be both effective and efficient in raising the support needed to advance SPO's mission.
- b. Evaluate, prioritize, and pursue new ways to improve and expand fundraising in SPO.

2. Team leadership

- a. Organize and galvanize the team to optimize effectiveness and efficiency, ensuring clarity regarding roles and objectives.
- b. Recruit, manage, and develop team members directly and indirectly through regular meetings, training, feedback and accountability for results, managing derailers, and activating strengths.
- c. Conduct performance reviews annually at a minimum.
- d. Ensure strong communication and collaboration amongst the team and with key partners on staff, e.g. Regional Directors, the marketing team, the MPD team, etc.

3. Development activity

- a. Source and cultivate high net worth individuals, solicit and close major gifts.
- b. Work with development team and Regional Directors to establish Local Advancement Councils and provide ongoing support and mobilization in fundraising efforts.



- c. Invest in and collaborate with members of the Board of Directors, in particular facilitating the work of the Development Committee in partnership with its Chair.
- d. Oversee all other development activities, including events, mid-level and other annual giving, direct mail, foundations, planned giving, utilizing the database, special campaigns, etc.

4. Executive leadership

- a. Set a strong example as a representative of SPO, both internally and externally.
- b. Build a healthy and unified SPO culture through tone setting, communication, and collaboration.
- c. Work closely with the executive team in strategic planning, including evaluation, and setting and pursuing annual and quarterly goals.
- d. Collaborate with the executive team in making key organizational decisions.
- e. Assist other departments with expertise as needed
- f. Ensure SPO is faithful to its charism and pursues its mission with zeal and prudence.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Self-starter with strong work ethic, able to take initiative and problem solve
- Humble team player who collaborates well with others
- Excellent relationship building skills and social intelligence
- Strong written and verbal communication
- Ability to think strategically and analytically, organize goals, prioritize, and deliver results
- Ability to motivate and manage team members with excellence
- Impeccable integrity, and ability to maintain confidentiality and professionalism
- Proficient in Microsoft Office and Google Suite
- Fluent in speaking, reading, and writing English
- Fully supportive of SPO's charism values, including committed to the work of evangelization, discipleship, and living in accordance with the mission and teachings of the Catholic Church

Education/Experience:

- Bachelor's degree or equivalent experience.
- Experience in fundraising (or sales)

Other Knowledge, Skills, and Other Abilities:

- Prior experience with SPO is preferred
- Strong leadership and management experience preferred
- Aptitude for utilizing databases is preferred
- Strong business acumen is preferred



Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, hear, talk, sit, type, and drive.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work environment for this position will operate in a variety of settings including working in an office at a computer and on the phone, attending office meetings, visiting donors' homes, meeting donors at restaurants and elsewhere, flying out of state, driving a vehicle, attending events, staying overnight on business trips, etc.