



**Position Announcement:
Vice President of Philanthropy
Arts and Science Council
Located in: Charlotte, North Carolina**

The Organization

The Arts & Science Council (ASC) is the Local Arts Agency for Charlotte-Mecklenburg. Its core functions include advocacy, cultural education programs, fundraising, grant making, public art management and workshops and training for the cultural community. ASC works to ensure Culture For All by combining resources from local and state government with those of the private sector to maximize community impact throughout the cultural sector.

The Opportunity

The Vice President of Philanthropy (VPP) is a key member of the Arts & Science Council's (ASC) Leadership Team, overseeing the planning and execution of all contributed revenue activities, including annual individual, corporate, foundation, grants, and workplace giving goals. This position serves as major gift officer for the organization and leads planned giving, endowment, and various donor engagement strategies that fuel the contributed revenue growth of ASC.

In partnership with the President and Board leadership, this position plays a vital role in developing and launching innovative new donor engagement strategies that will increase ASC's contributed revenue in support of its mission.

Externally, the VPP is a relationship-builder who maintains a high professional profile and can cultivate resources that enhance ASC's role in the community.

Internally, the VPP leads the philanthropy team and coordinates resources in a year-round donor engagement strategy to address the growth and sustainability for ASC and its work for the cultural community. The VPP is responsible for increasing staff skill and effectiveness within the philanthropy team and should employ innovative staffing strategies that leverage budget dollars and promote retention. The VPP will ensure that the philanthropy team is aware and supportive of all other programmatic areas.

The VPP must have the capacity to guide and lead the program in the context of best practices, current philanthropic trends, and ASC's commitment to cultural equity.

The current contributed revenue goal for around \$1.5m and includes support from foundations, corporations, individuals, workplace giving.

Key Responsibilities

Fundraising and Stewardship

- Develop and execute a contributed revenue plan that aligns with the needs of ASC and its programs. Inclusive of strategies for all contributed revenue channels, including major giving, annual giving, sponsorships, grants, matching gifts, endowment giving, planned giving, workplace giving, events, and capital campaigns as needed.
- Create and manage an annual development plan including revenue goals and budget for the philanthropy team.
- Spearhead the execution of ASC's donor loyalty management process/philosophy to build strategic and long-term relationships with ASC's current donors and to cultivate new relationships.

Fundraising Execution

- Collaborate with the ASC team to ensure philanthropy activities are supported in the database, tracking donors giving information, and contact details.
- Ensure a high functioning donor acknowledgment and stewardship process are in place.
- Set clear goals for philanthropy staff members and monitor progress regularly.
- Assist in executing events, designing marketing materials for fundraising efforts, including creative content, collateral, and events.

Leadership

- Provide vision, expertise, and passion for fundraising and marketing to diverse audiences.
- Lead and inspire a philanthropy team comprised of up to two full-time staff members to effectively manage fundraising efforts.
- Support and motivate fundraising volunteers for their success.
- Collaborate with the Community Engagement Team to enhance ASC's presence in the cultural sector.
- Represent ASC within the professional fundraising community, including participation in the local Association of Fundraising Professionals chapter.
- Support the ASC President in philanthropy and other areas as needed.

The Ideal Candidate

- Deep understanding and enthusiasm for the cultural arts sector and its community impact.
- Minimum of 8 years of senior management experience in fundraising, or sales and marketing.
- Demonstrated success in revenue growth in fundraising or sales.
- Energized by rebuilding systems, processes, and relationships.
- Exceptional at building trust and cultivating relationships with donors, volunteers, and colleagues.

- Proficient writer, presenter, and public speaker comfortable engaging with diverse audiences, from senior executives to artists and educators.
- Skilled in analyzing complex data to develop effective fundraising strategies.
- High emotional intelligence and resilience.
- Curiosity and adeptness with technology to drive results. Proficiency in Microsoft Office, and CRM software. Raisers Edge experience preferred but not required.
- Comfortable in a hybrid work environment, accommodating both office and remote work.
- Willingness to attend cultural events and activities outside regular office hours and on weekends as needed.

Think you are the next Vice President of Philanthropy?

To apply, click on the link to the **Vice President of Philanthropy position profile at [ArmstrongMcGuire.com/jobs](https://www.armstrongmcguire.com/jobs)**. You will see instructions for uploading your compelling cover letter, resume, salary requirements, and professional references. Please provide all requested information to be considered. In case of any technical problems, contact katie@armstrongmcguire.com. No phone calls, please, and no applications will be accepted by email or directly from third-party posting sites.

Review of candidates will begin April 15, 2024, and continue until the position is filled.

Salary range is \$115K-\$120K. Benefits include medical, dental, life, short and long-term disability insurance; pension and 403(b) retirement plans; accrued vacation and sick time; 10 paid holidays; and a charitable matching program.

ASC encourages applications from people of all races, religions, national origins, genders, sexual orientations, gender identities and ages, as well as veterans and individuals with disabilities.

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