



Vice President of Development

Please send a cover letter, resume, and three references to
Erin Katzner at ekatzner@carolinaraptorcenter.org

Title: Vice President of Development	FLSA Status: Exempt	Shift: N/A
Reports to: President & CEO	Department: Administration	Employment Status: Full-time
Supervisory Responsibilities: Yes	Location: North Carolina	Date Created/Last Evaluated:
Compensation: \$95,000 - \$105,000 + Benefits		
<p>Summary</p> <p>The Carolina Raptor Center works to ignite imaginations and inspire engagement in the natural world through the exploration and rehabilitation of birds of prey. The organization is embarking on an exciting growth period including a new \$10-15 million capital campaign to build all new exhibits and visitor facilities while also growing our current operations.</p> <p>Reporting to the President & CEO, the Vice President (VP) of Development serves as a key member of the leadership team and an active participant in strategic decision-making. The VP of Development is responsible for designing, building, and executing the overall fundraising plan for the Carolina Raptor Center. This includes oversight of stewardship, campaigns, and all fundraising programs.</p> <p>The VP of Development will lead the generation of all revenues and meet contributed revenue goals to meet or exceed annual budget. Working closely with the President, Outreach & Education, and Marketing Teams, the VP will develop mid and long-range fundraising plans to meet annual and capital goals as set by the organization. Oversight and leadership of all planned giving efforts and managing all aspects of major donor and institutional funder relationships are part of the role. The VP of Development serves as the major “closer” in solicitation of gifts where appropriate and will also enable Carolina Raptor Center to continue to grow to achieve our strategic plan.</p>		
<p>Minimum Qualifications</p> <ul style="list-style-type: none"> • Bachelor’s degree required, Master’s degree preferred • Ten years professional experience in a nonprofit organization; demonstrated success in a development function (managing and forging relationships with multiple donor sources) • Experience building and maintaining long-term relationships with constituents such as individual major donors and foundations • Experience building and successfully executing fundraising plans for a program or an organization • Experience in soliciting and closing major or planned gifts of \$100,000 or more • Experience in managing and tracking multiple prospects and donors • Experience working with fundraising principles and practices • Experience, coursework, or other training in current and evolving trends in charitable giving, particularly in the areas of capital campaigns, major gifts, and planned giving • Experience in building and managing a fundraising team to accomplish organizational goals • Ability to work both independently without close oversight, but also a team player who will productively engage with others at varying levels of seniority within and outside Carolina Raptor Center 		
<p>Preferred Qualifications</p> <ul style="list-style-type: none"> • Experience fundraising in the Greater Charlotte /Carolinas region • Experience leading a major capital campaign project • Experience acquiring state and federal funding • Certified Fund Raising Executive • Passion for raising money and for identifying new prospective donors (individuals and foundations) • Passion for birds of prey and a strong working conservation background strongly preferred 		

Knowledge, Skills and Abilities

- Ability to design and direct fundraising initiatives, including individualized cultivation, solicitation, and recognition strategies
- Ability to determine an individual's interests, capacity, and potential for helping the Carolina Raptor Center meet its goals, and act appropriately to tie those interests with the Carolina Raptor Center's work
- Ability to educate and inform both internal staff and prospective and existing donors about appropriate giving vehicles
- Demonstrated experience using listening, diplomacy, and tact to build strong relationships and motivate colleagues, donors, and volunteers
- Skilled in people management including conflict resolution, professional development, and team-building
- Experience in prioritizing work for several executives
- Experience with grant writing for requests from major private foundations
- Experience working in a complex, not-for-profit environment

Essential Functions

- Make sound decisions that may have organization-wide impact, affect staff in non-program areas, and bind the organization financially or legally
- Design and lead collaborative, complex, and diversified fund generation projects, coordinating the work of other staff, ensuring accountability
- Direct or participate in negotiations for complex major donor and/or institutional funder stewardship and requests
- Financial responsibility for setting and meeting fundraising objectives, evaluating results, and developing corrective strategies
- Ensure all grants and proposals are written and archived by the highest standards and are executed with a focus on long-term relationship management
- Maintain confidentiality of frequently sensitive and emotionally charged information
- Act independently and resolve complex issues within program areas
- Work closely with all senior staff and program leaders
- Integrate and assist in execution of fundraising efforts by program leaders
- Work closely with the President to develop and assist in fundraising efforts by the board of directors including their giving and assistance in prospecting
- Set goals for and supervise Major Gifts, Annual Campaigns, Planned Giving, and Capital Campaign projects
- Evaluate core competencies of employees and provide regular, constructive feedback on job performance
- Serve on the Leadership Team in all strategic and tactical planning related to development and organizational strategies as they relate to the short and long-term fundraising and financial health of the organization

Work Environment

The VP of Development works in an office located at the Carolina Raptor Center's facilities in Huntersville, North Carolina. The regular schedule is Monday-Friday. Travel and weekend or evening work may be required at times, occasionally on short notice. The work environment involves occasional exposure to disagreeable elements and minor physical exertion and/or strain.

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of the position. All employees may have other duties assigned at any time.

* U.S. DOL, *The revised handbook for analyzing jobs* (Washington, D.C.): U.S. Government Printing Office, 1991.