

THE  
WINSTON-SALEM  
FOUNDATION

POSITION ANNOUNCEMENT  
**VICE PRESIDENT, DEVELOPMENT AND DONOR SERVICES**  
WINSTON-SALEM, NORTH CAROLINA



## **Position Statement | Vice President, Development and Donor Services**

The vice president, development and donor services leads the development and donor services department and provides strategic vision and direction to all aspects of the Foundation's work with charitable individuals, families, and organizations. The vice president serves as a thought leader in developing and implementing strategy that increases charitable resources and links them to action, engages with diverse individuals in the Winston-Salem community, and promotes local philanthropy. The position reports to the executive vice president and serves on the Foundation's management team.

## **The Opportunity | The Winston-Salem Foundation**

We are a nonprofit community foundation, comprised of over 1,600 funds, that assists people and organizations with their charitable giving, provides financial aid to college students, and makes Community Grants to nonprofit organizations in Forsyth County. We are the oldest foundation in North Carolina, and we are one of the oldest community foundations in the country. Since 2018, the Foundation has been on a journey to deepen its understanding of and commitment to racial equity as both a priority in our work in the community and as a hallmark of our organizational culture.

### ***Our vision:***

*A generous and trusting community where everyone is thriving.*

### ***Our mission:***

*We inspire giving and link resources to action, strengthening Forsyth County—now and forever.*

### ***Our values:***

- *Inclusion – we practice and champion inclusion, honoring the strengths and experiences of all in our community.*
- *Accountability – we honor the intentions of our donors and partners and hold ourselves to the highest standards of ethics, service and stewardship.*
- *Continuous Learning – we are committed to learning and evolving with our community and our partners.*

The Foundation recently completed a strategic roadmap that highlights key areas of focus in the coming years. The vice president, development and donor services will play an integral role in working with others to implement the plan as we work to achieve the following strategic goals outlined in the roadmap:

- A diverse and expanded group of people dedicated to making Forsyth County stronger and more equitable through the pooling of time, talent, and treasure
- Greater investments of both financial and human capital to make Forsyth County stronger and more equitable
- A sustainable and equity-focused operation that enables The Winston-Salem Foundation to effectively leverage our assets to support our community and our operations

- A collaborative anti-racist workplace where all staff thrive

## **The Community | *Winston-Salem, North Carolina***

Winston-Salem's history began in 1753, when the first Moravians in North Carolina settled on 100,000 acres known as the Wachovia Tract. Their vision of creating a self-sufficient community made it a haven for entrepreneurs. Twentieth-century businesses, such as R.J. Reynolds Tobacco and Hanes Co., also shaped Winston-Salem by bringing remarkable wealth to the city and endowing it with an impressive list of institutions and foundations.

Today, Winston-Salem is the fifth largest city in North Carolina and home to six colleges and universities, including UNC School of the Arts, Salem College, Wake Forest University, Forsyth Technical Community College, Carolina University, and Winston-Salem State University. The city is frequently ranked as one of the best places to live in the US and enjoys an excellent school system and low cost of living. Visit [www.winstonsalem.com](http://www.winstonsalem.com) for details.

The city continues to build a diverse business base, including leading in nanotechnology research, finance, and manufacturing—again reaffirming the city's tradition of forging boldly ahead. With a strong and unwavering commitment to the arts, excellence in healthcare research and technology, and opportunities for specialized and advanced education, Winston-Salem truly is the City of Arts and Innovation.

## **Description of Responsibilities**

All staff work together to carry out the Foundation's mission, values, and equity commitment. Each person actively participates in education sessions, work groups, and other formal and informal opportunities to learn about and operationalize our shared commitment to racial equity.

## **Strategy and Team Leadership**

- Direct departmental functions and activities to ensure progress on strategic roadmap, centering racial equity goals regarding advisors of color and prospective donors of color
- Direct the creation, implementation, and evaluation of new donor relationships and growth strategies using a racial equity lens and a focus on flexible funds that support the long-term future of the Foundation
- Lead and coach high-performing team members responsible for development, fundraising operations, gifts and grants processing, donor stewardship, and fund administration
- Provide oversight for the organization and management of internal fundraising systems including donor and fundholder records, fund records, data analytics, database administration, operations management, and financial/gift reporting
- Work collaboratively with Community Investment and Strategic Initiatives to connect prospective and current donors to our work in the community
- Direct and participate in the development and cultivation of professional advisor relationships
- Connect the team in pursuit of departmental goals and work across departments toward Foundation-wide goals

- Ensure the highest standards of fiscal responsibility, data integrity, and fundraising best practices

### **Resource Development**

- Identify, cultivate, solicit, and steward individuals for major gifts and planned gifts to add to or create new endowed funds
- Strengthen philanthropic support of the Foundation by expanding awareness of charitable gift planning opportunities
- Promote the Foundation's services to prospects and professional advisors through one-to-one meetings, special events, presentations, and other targeted programming
- Develop and cultivate relationships with Foundation stakeholders including donors, fundholders, prospects, professional advisors, board members, nonprofits, volunteers, and corporate partners
- Advise on development of broad scale donor-related communications (i.e., annual report, videos, blog posts, annual appeal)
- Maintain current knowledge of philanthropic trends and legislation that impacts the field of philanthropy and community foundations
- Provide leadership for complex gifts including charitable trusts, gifts of real estate, closely held stock, etc.
- Track donor conversations, meetings, etc. and provide critical updates to donor data in constituent relationship management system
- Determine effective cultivation/education events and gatherings for donors and prospective donors

### **Philanthropic Services Operations**

- Provide strategic leadership to manage an effective infrastructure that supports the Foundation's fundraising and gifts/grants processing efforts
- Manage a comprehensive fundraising services operation that is strategic and efficient in support of constituent engagement and fundraising inclusive of database administration, analytics, reporting, fund administration, and gifts and grants processing

### **Community Representation**

- Take a proactive approach to representing the Foundation at community events
- Strengthen the Foundation's reputation among donors, volunteers, nonprofits, and other constituents by promoting our work in the community

Other assignments and special projects as assigned by the president or executive vice president.

### **Qualities and Qualifications**

- Commitment to the Foundation's values
- Well versed in issues of racial equity and comfortable championing this focus
- Extensive experience in resource development, planned giving, and development operations

- Demonstrated ability to see the big picture while remaining grounded in the day-to-day execution of tasks and responsibilities
- Demonstrated ability to lead, partner with, listen to, inspire, and support a talented and highly-engaged team
- Proven dynamic leader skilled at bringing fresh ideas and innovation to drive the next chapter of impact for an organization
- Proven ability to build and maintain relationships across diverse audiences
- Anticipates and resolves problems in a collaborative way
- Ability to connect department work/goals to common organizational vision
- Demonstrated experience using data analysis to guide decision-making
- Experience with relational databases, with a preference for Blackbaud
- Commitment to continuous improvement
- Residency in Forsyth County or willingness to move to Forsyth County is a must; knowledge of and engagement in Forsyth County and surrounding communities is an added advantage
- Preference for community foundation experience

## Salary and Benefits

Salary range starts at \$135,500, commensurate with experience. Benefits include generous paid time off (PTO) and holidays. Health insurance, life insurance, dental insurance, short-term and long-term disability insurance, and parental leave begin the first of the month following 30 days of employment. Eligibility for the defined benefit retirement plan begins after one year of service. Other optional benefits include a flexible benefit plan, supplemental insurance with AFLAC, employee supplemental retirement plan, charitable match program and tuition and fee reimbursement.

The Winston-Salem Foundation is committed to building a staff that reflects the community served by the Foundation's mission and strategic priorities and we invite applicants that represent our diverse community.

**[Apply Online Here](#)**

The Winston-Salem Foundation has retained Capital Development Services to assist with professional recruitment. **Nominations, expressions of interest, and applications can be submitted via email to [searchservices@capdev.com](mailto:searchservices@capdev.com).**

Candidates should include **a cover letter, a resume, and a list of three references**. All material will be confidential. Additional inquiries may be directed to Jen Tozier at Capital Development Services, 336-747-0133 x 208.