



Professional Opportunity Vice President of Development

POSITION SUMMARY

Heritage Community Initiatives (Heritage) is seeking a seasoned development professional responsible for implementing a comprehensive fundraising strategy to support the exceptional growth experienced by Heritage and help ensure the organization's fiscal sustainability. The ideal candidate will have a proven track record in nonprofit fundraising, excellent communication skills, and the ability to build strong relationships with donors, corporate partners, and other stakeholders. This key position will be a part of the senior management team and report directly to the President & CEO.

RESPONSIBILITIES (include but not limited to)

- Contribute to the creation of the organization's annual development plan
- Design and implement the annual appeal strategy, in partnership with communications and marketing colleagues, to drive revenue and establish a strong pool of potential major donors
- Assist in prospect lead generation efforts and take primary responsibility for the qualification of leads through phone, email, and in-person interactions
- Manage a portfolio of individual and corporate donors, to include creating and facilitating the implementation of engagement strategies, engaging the President & CEO as appropriate
- Design and implement a best-in-class donor stewardship program designed to celebrate the impact of donor giving and increase donor retention and the lifetime giving value of Heritage constituents
- Ensure comprehensive tracking of development efforts in Donor Perfect CRM, including appeals, acknowledgements, events, individual and corporate outreach, and collaboration with communications and marketing colleagues to track prospect engagement with social media and electronic communications
- Support the President & CEO in phone and email follow-up efforts to strengthen annual giving appeals

QUALIFICATIONS AND SKILLS

- Bachelor's degree required; advanced degree in nonprofit management, business administration, or related field preferred
- 10 or more years of experience in a professional setting, with a preference for 5 or more years in nonprofit fundraising
- Excellent written and verbal communication skills, with the ability to craft compelling fundraising messages and presentations
- Demonstrated ability to build and maintain relationships with a diverse group of donors, corporate partners, and community stakeholders
- Ability to develop and implement long-term fundraising strategies that align with organizational goals
- Experience in managing project and events on time and under budget
- Proficiency in donor management software (e.g., Salesforce, Raiser's Edge) and other relevant tools; comfortable with using data to drive decisions
- Commitment to the highest ethical standards in fundraising and donor stewardship. Familiarity with industry best practices and compliance requirements
- Must have a current Pennsylvania Driver's license and access to a vehicle
- Current FBI, Child Abuse, National Sex Offender Registry (NSOR), and State Criminal Background Clearances as well as applicable Out of State Clearances (State and Child Abuse)
- Current health assessment and TB test

Note: Heritage provides a robust benefits package, which includes:

- UPMC Health Plan coverage
- Flexible Spending Account
- 401(k) plan with match
- Short-term, long-term disability, and life insurance
- Paid time off and paid holidays
- Employee Child Education Benefits for Heritage Programs

For over 40 years, Heritage Community Initiatives has been committed to positively impacting the socioeconomic mobility of the thousands of individuals they are privileged to serve living in more than 80 communities across Southwestern Pennsylvania. Their distinctive combination of the highest-quality Transportation, Education and Nutrition programs allows Heritage to be uniquely positioned to continue its long-standing mission for thousands of under- resourced individuals, families, and children in affordable and measurably impactful ways. For more

information visit HeritageServes.org. We are looking for exceptional individuals to join our team of dedicated professionals - nearly 20% of whom have been with us for more than a decade. We look forward to hearing from you and discussing our robust compensation and benefits package as well as how Heritage Community Initiatives can play a key role in your career path.

Applicants are asked to send a cover letter and a copy of your resume to humanresources@heritageserves.org and please visit our website for additional information about Heritage Community Initiatives - www.heritageserves.org.

