



Position Title: Vice President of Development

FLSA Status: Exempt

Department: Development

Date Completed: April 2025

Position Summary:

The Vice President of Development works under the direct leadership of the President and collaboratively in a team environment with other staff to provide the highest quality service to the Foundation's current donors, prospects and professional advisor community. The position supports other community foundation staff in the promotion of charitable giving through the community foundation and is knowledgeable about charitable and planned giving strategies and tools.

The position requires a professional commitment to the importance and value of new business development, and donor service and stewardship in the development matrix; excellent financial analysis and technical skills related to financial administration and investments, strong interpersonal and communications skills; a high level of confidence and comfort to articulate to diverse constituencies the Foundation's mission, structure, charitable fund products and the benefits of giving back to the community through the Foundation.

The Vice President of Development is directly responsible for the establishment, administration, management, and on-going activities related to new funds and current funds and the oversight of the Planned Giving and Legacy Programs.

Core Values: YCCF's core values include courage, diversity, equity and inclusion, strategic, collaborative approaches, integrity, and innovation. As a member of YCCF, you will be expected to actively participate in creating a high-performing culture that embraces our core values and weaves DEI throughout our work.

Essential Responsibilities and Duties:

1. Demonstrated commitment to organizational Core Values including courage, diversity, equity and inclusion, strategic, collaborative approaches, integrity, and innovation. See Appendix A for more details.
2. Commitment to standard office schedule with added participation in Community Foundation events on occasional evenings or early mornings
3. Demonstrated capacity to collaborate with diverse stakeholders.
4. Ability to maintain confidentiality of information and other related matters.
5. Design, implement, and oversee a comprehensive plan to build a permanent endowment in partnership with the President, Resource Development Committee, and Board of Directors.

6. Provide management oversight to departmental staff to ensure high functioning stewardship and administration of donor funds, estate gifts, planned gifts, and life-income gifts.
7. Support the integration of functional areas, including Development, Finance and Administration, Investment, Grants Management, Programs and Initiatives, and Marketing and Communications.
8. Refine and maintain state-of-the-art gift acceptance and development policies.
9. Refine and maintain department processes and staffing to ensure the best use of time and resources.
10. Represent and promote YCCF in the community, including participating in community events, professional meetings, and other such activities.
11. Deliver high-impact presentations about YCCF and the value of legacy giving.
12. Participate in local, regional, and national associations related to estate planning, planned giving, etc.
13. Represent YCCF as an expert in community foundation best practices and policy issues related to planned giving.
14. Understand and advocate for YCCF's grantmaking programs and priorities with prospects and donors.
15. Skillfully communicate YCCF's impact in the community.
16. Stay informed of local challenges and opportunities.
17. Represent donor interests and perspectives in developing communication strategies about YCCF's investment strategies and returns.
18. Remain current on YCCF's investment policies.

Organizational Responsibilities and Duties:

1. Be actively engaged in the community.
2. Represent the organization externally, as necessary.
3. Where possible, identifying community issues and philanthropic trends that impact YCCF's mission.
4. Identify and assist in building relationships and opportunities with organizations that can advance the Foundation's priorities.
5. Serves as an effective member of the Foundation Leadership team to help facilitate organizational policy development and implementation and strengthen inter-departmental communications that help to achieve the Foundation's long-term strategic plans.
6. Provide Foundation staff with an understanding of the specific role the Development Department has toward helping to achieve the Foundation's vision and

Qualifications and skills:

1. Minimum of a BS/BA degree and five or more years of development/client-centered experience.
2. Working knowledge of Microsoft Office products including Word, PowerPoint, and Excel
3. Must be an effective communicator, both orally and written.
4. Specialized knowledge of major gifts, planned giving, and estate planning; demonstrated experience for helping donors achieve their legacies through endowments.
5. Demonstrated experience building new pools of prospects among current and future wealth holders.
6. Outstanding customer service skills and follow-through.
7. A passion for the mission of community foundations and knowledge of the issues facing communities.

8. Ability to gain the confidence of YCCF staff and Board members, and the region's legal and financial professionals by working effectively with them to connect with prospective donors.
9. Proven ability to attract, mentor, and retain talent; a transparent style and desire to work collaboratively across an organization to develop and execute plans.
10. A high level of intellectual curiosity as well as a desire to explore new ideas and innovative approaches to solving problems; internally motivated and results driven.
11. A strong grasp of marketing and communications tools that build an organization's brand including the use of social media to attract donors and prospects.
12. Excellent communication skills (oral and written) in all settings and contexts, and across generations and communities; open, trustworthy, and genuine.
13. A willingness to participate in community and organizational meetings; comfort in maintaining a high level of visibility in the community.
14. Demonstrated cultural competence in working respectfully with all communities.

Physical Requirements:

1. Ability to work under stress and work additional hours to meet or exceed goals and reporting deadlines.
2. Required to sit for extended periods of time.
3. Required to sit, stand, walk; occasionally required to stoop, kneel, crouch.
4. Ability to ascend and descend stairs.
5. Required to reach with hands and arms and push items overhead.
6. Occasional lifting of up to 25 lbs.
7. Required to talk, hear and see. Vision requirements for this position include close vision, distance vision, peripheral vision, depth perception, ability to adjust focus, and ability to differentiate between colors.
8. Dexterity is mandatory as this job requires frequent use of hands and fingers, including keystrokes on computer keyboard and calculator.
9. Ability to travel to and from facilities, community organizations, and/or donor locations as necessary.

Work Environment:

1. The position primarily works in an office environment, seated at a desk for extended periods of time.
2. Frequent and ongoing interaction with employees.
3. The noise level in the work environment is usually moderate.