

WE'RE HIRING

Position: Vice President of Advancement

Reports to: President & Chief Executive Officer

Status: Full-Time, Exempt, Hybrid with travel to Hartford, CT

Compensation: \$150,000 - \$165,000 annually plus excellent benefits package

Location: Candidates located within NYC, and/or Tri-state region will only be considered

Everyday Democracy is seeking a proven fundraiser and leader to serve as Vice President of Advancement. Reporting to the President & Chief Executive Officer, the Vice President of Advancement directs the organization's fundraising and stakeholder engagement efforts and serves as a member of the leadership team. With a primary focus on donor strategy, the Vice President of Advancement leads the advancement team in development, communication, and brand management efforts. The advancement team serves to engage current and new supporters, increase financial investment in Everyday Democracy, and build an increasingly strong and diverse network of stakeholders across the nation. The Vice President of Advancement spends considerable time building relationships with and stewarding donors, partners, and prospects and strategically partnering with the President and Chief Executive Officer to cultivate and request major contributions and support from individuals.

Additionally, The Vice President of Advancement collaborates with the Board of Directors and leads an advancement team to set and achieve annual and long-range fundraising and brand visibility goals, measuring progress throughout the year to ensure success. The Vice President of Advancement collaborates with program staff to support funding needs and priorities and directly supervises the Institutional Giving Manager and the Sr. Director of Communications to ensure consistent branding, clear and targeted messaging, and strengthened relationships with supporters.

About us

Everyday Democracy is a national dialogue and pro-democracy organization supporting people and institutions in building racially just, inclusive communities for an equitable democracy. We are expanding a model of community engagement where everyone has not just a seat, but a voice, access, and power at the table. We believe democracy is both a principle and a practice. Join us as we work with communities to build civic infrastructure for equitable community-led solutions where everyone can thrive.

What you'll do at Everyday Democracy

Development, Stewardship, and Communications

- Develops and oversees implementation of Development Plan in consultation with leadership, programs, and advancement teams.

- Manages a portfolio of donors and prospective major donors by leading cultivation, solicitation, and stewardship; maintains current documentation of activity.
- Develops and strengthens relationships with individuals, corporations, government agencies, and foundations.
- Delegates and oversees creation of donor-related materials including print and electronic appeals, stewardship communication, and meeting packets.
- Collaborates with Everyday Democracy’s leadership team to coordinate baseline annual fundraising targets with organizational strategic objectives and budget.
- Provides timely notice to business office of impending gift requests to ensure clear path of accounting and procedures.
- Conducts and records outcome of measurable number of face-to-face visits with donor prospects to solicit major and planned gifts.
- Prepares or delegates preparation of written and verbal proposals, concept and informational materials, endowment and planned giving agreements, and other materials needed to secure major gifts in collaboration with colleagues, as appropriate.
- Solicits a measurable number of major gifts annually—in collaboration with the President & Chief Executive Officer —while growing a pipeline of new opportunities to support future major gift solicitations.
- Represents organization publicly when the President & Chief Executive Officer cannot to strategically grow community of stakeholders, working with other staff to coordinate strategic meetings and small-scale events as needed.
- In coordination with the President & Chief Executive Officer, creates opportunities to increase the visibility of Everyday Democracy across the state through strategic partnerships, events, and special initiatives as schedule and budget permit.

Management

- Coaches, supervises, and evaluates advancement team of four and ensures staff members have the tools needed to accomplish their jobs.
- Provides guidance to reports and tracks performance against development plan.
- Communicates regularly with advancement team to strategize about status of stewardship, prospecting, proposals, and appeals; evaluates areas needing focus and growth.
- Contributes time to collaborative opportunities across the organization.
- Explores new ideas through professional growth opportunities.

Leadership and Board

- Participates actively with colleagues to strategize and position the organization for the future.
- Meets regularly with Board members to cultivate and solicit major gifts for organization work and to grow our network of new investors.
- Coordinates meetings every other month with Development Committee Chair(s) and prepares Board Development Committee activities, reports, and meeting agendas.

Requirements

- Bachelor's degree required; Master's degree preferred.
- At least 7 years of relevant experience.
- Track record of success in reaching and exceeding fundraising goals.
- Proven ability to establish objectives, set performance standards, and organize and motivate a team to achieve goals.
- Experience hiring, mentoring, and retaining staff.
- Demonstrated project management, organization, delegation, and prioritization skills.
- Experience motivating and collaborating successfully with volunteers.
- Strong communication skills, both oral and written.
- Exceptional interpersonal skills and the ability to develop relationships of trust and respect with development staff, colleagues, volunteers, and donors.
- Demonstrated competency to work within a multi-cultural team to build a welcoming, inclusive, and equitable workplace with a strong commitment to equity and racial justice.

To apply

Please send a cover letter and resume to jobs@everyday-democracy.org

Everyday Democracy is an EO Employer-MF/Veteran/Disability. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, protected veteran status, or any other protected class. Everyday Democracy will endeavor to make reasonable accommodation to a qualified applicant with a disability unless the accommodation would impose an undue hardship on the operation of our business. If you believe you require such assistance to complete this form or to participate in an interview, please contact us at jobs@everyday-democracy.org or via phone at 860-928-2616. Disclaimer: The above statements are intended to describe the general nature and level of the work to be performed by the specified position. The statements are not intended to be an exhaustive list of all duties, tasks, and responsibilities. Management reserves the right to amend and change responsibilities to meet organizational needs as necessary. Applicants are encouraged to confirm the information listed above with Everyday Democracy prior to releasing any extensive personal information to the organization. Please direct questions to jobs@everyday-democracy.org.