



ROLE DESCRIPTION

Title: Vice President, Development

DEPARTMENT: Development

REPORTS TO: President, City Gospel Mission

CLASSIFICATION/ STATUS: Full-Time Exempt

DIRECT REPORTS: Advancement Directors/Managers, Donor-Data Services Team Leader, Grant-Writer, Communications Director, Marketing Manager, Events Manager and Executive Assistant.

GENERAL STATEMENT OF DUTIES & RESPONSIBILITIES:

The Vice President of Development is responsible for cultivating income streams and avenues for raising funds. She/he works proactively with the President to ensure the vitality and health of the organization's ability to meet its operating budget and to advance the organization's mission. The Vice President is responsible for the work and team that builds and fosters positive and productive relationships among philanthropic, corporate, and community leaders as well as individual donors who are vested in supporting and advancing the organizations programs and services. In addition, the Vice President of Development is responsible for the development and execution of the marketing plans, including strategies to engage with target audiences for giving and the utilization of City Gospel Mission and Hope House offerings. Working with the VP of Community Relations, they will enhance brand recognition, increase donor and community loyalty and support organizational and business development objectives.

These functional sub-areas of Development include: The MAD Team (Major and Middle Donors), Donor Data Services, Marketing (Strategy/Website/Communications/Third Party Vendors) Grant Writing and the Fundraising Events Team.

MAJOR POSITION RESPONSIBILITIES:

1. Conduct the work of Executive Leadership in a way that is consistent with the ministry's core values of being: Godly, builders of meaningful Relationships, Compassionate and focused on Positive Transformation for Ourselves and Participants in our Programs.
2. Set the vision and strategy for how CGM's does development work. Continually seek new opportunities for revenue and donor cultivation.
3. Lead and develop strategic recommendations through analysis, marketplace evaluation, consumer insights, and understanding of the organization's strategic priorities.
4. Regularly review and evaluate the advancement work process to confirm (build) effectiveness and efficiency. Our desire is for a productive organization/work system that yields excellent outcomes for our participants, staff, volunteers and the community of southwestern Ohio at large. Identify unmet needs, goals, opportunities and challenges in existing partner relationship/structure and create a plan to drive value.
5. Manage any suppliers/partners that are utilized to raise funds. Understand and annually evaluate their performances verses goals.

6. Work with the President to create the fiscal year income budget and goals for annual campaigns, general fundraising operations and special campaigns.
7. Establish and monitor organizational performance against the Organization's Development goals and other critical measures. Report these bi-weekly to the President. Report monthly to the CGM Executive Leadership Team. Make course corrections as needed, based of forecasted performance.
8. Provide regular one-on-one coaching to direct reports; helping each to develop skills, perform well and meet/exceed in-process measures and fundraising goals. Gain/Maintain an understanding of workloads, performance vs. objectives, and skill/equipment needs. Regularly reward and recognize the staff.
9. Build and manage the Development fiscal year expenditures budget. Ensure that the work done is fiscally wise, reported accurately and in line with CGM processes and the appropriate national and local laws and regulations. Understand and manage differences of actuals versus forecast.
10. Work with CGM Accounting organization on income and accounting records. Establish electronic systems that work/speak to one another.
11. Partner with the Human Resources Team to recruit, hire, train, develop, evaluate and manage City Gospel Mission staff. Be a "positive culture" nurturer.
12. Work with the Hope House and City Gospel Mission Engagement Areas to help create an effective fundraising plan that meets and goals for giving, marketing, communications and event execution.
13. Manage and ensure confidential donor record keeping and documentation of essential information. For year-end giving, oversee tax documentation and distribution.
14. Complete all reports, assignments and miscellaneous tasks as requested by the President of City Gospel Mission.
15. Work collaboratively as part of the CGM Leadership Team to achieve organizational goals.
16. Complete all reports, assignments and miscellaneous tasks as requested by the Board and President of City Gospel Mission.
17. Pray regularly for program participants, staff, City Gospel Mission, Hope House and greater Cincinnati as a whole.

As with all CGM staff members, the person in this role will complete other work-related duties as assigned.

PERSONAL REQUIREMENTS:

1. Have the personal experience of receiving, by faith, Jesus Christ as Savior and Lord and be actively involved with a local church.
2. Have a passion to see men, women, and children come to know Jesus Christ as their personal Savior and Lord.
3. Have a personal fellowship with the Lord, which includes daily prayer and regular Bible study and church attendance.

4. Agree with and sign City Gospel Mission Statement of Faith.
5. Have a personal conviction to serve people of all ethnicities with genuine care and equity.

SKILLS AND EDUCATIONAL QUALIFICATIONS:

1. Bachelor's Degree is required. An advanced degree is preferred.
2. Five years of relatable experience in fundraising, corporate relations and/or organizational development and advancement.
3. Minimum of 5 years of supervision/team leadership. Demonstrated success in leadership that achieves results and builds an effective team.
4. Demonstrated strategic thinking in advancement (fundraising and awareness building.)
5. Intermediate to advanced experience with the Word, Excel, Google Suite, Donor or Customer Relationship Management (CRM) Solutions (ex. Raiser's Edge/Salesforce) and project management skill.
6. Ability to communicate orally and in writing, clearly and effectively but internally and externally.
7. The person in this role must be able to build positive relationships help advance the organization and leave internal and external contacts feeling advocacy toward the mission of the ministry.

Date Revised: May 2025 Pres & CHR & TD