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633 Pennsylvania Ave NW, Washington, DC 20004 • ncnw.org • ncnwhq@ncnw.org

**Vice President of
Development & Grants
Position Description**

Reports to: President & CEO
Supervises: Fundraising Assistant
FLSA Status: Exempt

The National Council of Negro Women is an “organization of organizations” (comprised of 300 campus and community-based sections and 32 national women’s organizations) that enlightens, inspires and connects more than 2,000,000 women and men. Its mission is to lead, advocate for, and empower women of African descent, their families and communities.

Position Summary: The Vice President of Development & Grants is a crucial member of the leadership team and will report to the Chief Executive Officer (CEO) and will work with the senior management team, governing board, and staff to define the NCNW's vision and direction. You will be responsible for planning and implementing strategies to secure donors and contributions in support of the organization, provide oversight of the fund development program, monitor development activities, and address issues that may hamper growth and success.

The successful applicant should have proven experience as a fundraising and organizational development specialist, with several years of management experience in a non-profit organization or a similar environment. You must be motivated, have the ability to solve complex problems, and have a passion for philanthropy and NCNW’s mission.

Essential Job Functions

Leadership and Management:

- Work with the CEO, staff, and governing board to facilitate short and long-term strategic plans.
- Identify and address development issues that affect the well-being and efficacy of the organization.
- Foster a culture of philanthropy and ensure that fund development is executed in keeping with the organization's values, vision, and mission.
- Participate with the CEO and senior management to plan the organization's fund development course and programs.
- Manage the operations development function efficiently, and oversee development activities in coordination with staff.

Krystal Ramseur, MPA
Chief Operating Officer

Dr. Mary McLeod Bethune, Founder
Dr. Dorothy Irene Height, President Emerita

Dr. A. Lois Keith, National Chair

Shavon Arline-Bradley
President & CEO

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- Build a culture where the development, marketing, and programs functions collaborate and drive decisions informed by reliable market-tested data.
- Establish performance measures, monitor results, and evaluate the efficacy of the fund development program.
- Maintain accountability and ensure compliance with all regulations and laws, as well as the code of ethics for fundraising professionals.
- Identify, recruit and train board members and other volunteers to participate in solicitations and other resource development activities.
- Build the skills, knowledge, and abilities of the resource development team in areas including annual giving, major gifts, events, donor relations, community partnerships, grants, communications and stewardship.
- Work with the Executive Leadership Team to develop and implement public relations strategies (to include both traditional and social media) and guide NCNW leadership in cultivating and enhancing relationships with the media, donor organizations, key stakeholders, and the general public.
- Coordinate and oversee a stewardship program in collaboration with the resource development team.

Fundraising Responsibilities:

- Establish a balanced mix of donor sources and fundraising programs to attract and retain donors and fundraising volunteers.
- Enhance unrestricted funding while generating new programmatic funding.
- Oversees and facilitates efforts to secure sponsored project funds, including development of proposals, fund-raising projects and programs.
- Manage a portfolio of donors and prospects that requires a systematic approach of personal visits and outreach.
- Develop, edit and/or review written proposals, letters and other communications for individuals, corporations, foundations and grantors
- Provide consistent follow-up after meetings, events and other activities to secure commitments or move relationships forward.
- Adjust fundraising plan as needed to respond to opportunities and changing funding and programmatic landscapes; ensure fundraising activities are mission-aligned and fill programmatic gaps.
- Support the creation and implementation of an annual internal communications plan to ensure staff are knowledgeable and engaged ambassadors for the organization and that communications are on message.
- Oversee the management of the donor database and provide guidance on technology needs and best practices to build an effective fundraising department.

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- Facilitates grant efforts, including grant writing/application process and post-award compliance. Ensures timelines are met.
- Researches new funding opportunities available through local, state, and federal government agencies, as well as through private and corporate foundations.
- Maintains necessary records, files, reports, databases, and resource materials pertinent to Grants Office activities.
- Work with the Administration department to ensure grants compliance, programmatic budgets, and award payments are accurate and timely.

Experience and Qualifications:

- Minimum of 10 years of experience in the public, private, non-profit, or academic sectors.
- Minimum of 5 years in a management or supervisory role, leading, coaching, and mentoring staff, with experience demonstrating increasing responsibilities to the senior/executive management level.
- Respected expert with substantial knowledge and network related to social justice issues.
- Experience in building and maintaining partnerships with organizations, universities, and/or multilateral institutions.
- Outstanding interpersonal skills; ability to develop and manage productive relationships at all levels, establish trust and respond to members, partners, donors and board of directors and other colleagues in a thoughtful and helpful manner.

To apply- Please email at Jobs@ncnw.org with your resume and cover letter for consideration.

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