



Martha's Vineyard Community Services, Inc.

Vice President of Development & Administration

Job Description

Reports to: Chief Administrative Officer
Classification: Exempt
Department: ADMN/DVMT
Date: July 2024
Approved: July 2024, Elizabeth Folcarelli, CEO
Next Review Date: July 2025

JOB SUMMARY:

Reporting directly to the Chief Administrative Officer, the Vice President of Development and Administration is responsible to develop, lead, and manage key Development, quality management, and other administrative projects of the organization. The Vice President provides leadership oversight to fundraising, events, appeals, and other development initiatives. The VP is a key support for the Capital Campaign and Major Gifts Officer. Administrative and quality management tasks and projects vary from time-to-time depending on the strategic activities of the organization. Overall, the Vice President:

- Organizes, leads, monitors, supervises, and drives improvement related to key administrative components of fundraising, marketing, events, and other communications related to the organization. Learns, understands about, and serves as content expert related to the organization's programs and services
- Organizes, leads, monitors, supervises, and drives improvement related to donative revenue systems, communications, and finance reconciliation
- Represents the organization at public speaking engagements, agency events, etc. as a designate for the C-Suite. Included within this sphere are town Finance Committee meetings, Planning Board committees, School Committee, etc. as delegated by the CEO/Other.
- Leads and implements quality management and/or strategic projects as designated in the organization's strategic, quality management, and other organizational plans, or as assigned by CEO or C-Suite. Projects will vary and depend on strategic initiatives underway within the organization.
- Participates as thought and/or facilitative leader and active member of the Administrative Leadership Team, Quality Management Team, Agency Management Team, and more.

Working closely with the CEO, Board of Directors, and key staff, the Vice President designs and implements comprehensive and dynamic strategies and initiatives to promote organizational success. The Vice President may supervise Director and Coordinator level positions (and other staff as assigned) in Development, Quality Management, and other Administrative Departments.

ESSENTIAL FUNCTIONS(*):

1. Leadership, Supervision, and Organizational Membership

- a. Lead direct and ancillary reports as designated by job duties.
- b. Foster efficient and effective cross-functional teamwork and results-oriented deliverables.
- c. Mentor and coach direct reports and support teams; delegating work streams effectively; foster professional growth; and motivate and hold team members to a high standard of excellence.
- d. Leads fiscal, data, and other operations for Development and Capital Campaign. *
- e. Reconcile all donative revenue in conjunction with Finance to produce accurate alignment with General Ledger, production of financial statements, and annual clean audit.
- f. Operate within framework of MVCS policies and procedures and job descriptions, as applicable.
- g. Participate in proposal conceptualization, development, and submittal, as appropriate or assigned.
- h. Provide oversight of Quality Management initiatives in conjunction with the Chief Administrative Officer.
- i. Oversee Quality Management benchmark performance for the organization.
- j. Conduct individual supervision in accordance with agency policy.
- k. Participate in scheduled operational and strategy review with CEO, Chief Program Officer, and other management personnel as applicable
- l. Serve as an active participant and collaborator on the following: Administrative Leadership Team; Board Committees; Board of Directors; MVCS Agency Management Team; All Staff Meeting; and Quality Management Team, and other committees as selected or assigned.

2. Operations and Development

- a. Support the organization's Capital Campaign and other critical fund development opportunities. Work collaboratively with the Capital Campaign and Major Gifts Officer. Operate as "second in command" for the Capital Campaign and closely engages with capital donors in conjunction with the CCO to provide continuity of communications and operations related to our 22.5M campaign. *
- b. Build formal and informal teams to support and execute key agency initiatives.
- c. Lead components of the agency's strategic assessment process in conjunction with the CEO and senior team, and assist in the formulation of the organization's Strategic Plan.
- d. Monitor implementation of the strategic plan.
- e. Lead special strategic start-ups and projects as assigned.
- f. Participate on internal/external committees as appropriate or assigned.

3. Brand, Marketing and Communications, and Events

- a. Provide strategic direction and management support to the creation and execution of an effective organizational marketing, communications, and events plan * to advance fund development priorities and other organizational goals and objectives.
- b. Take a lead role in the creation, maintenance, relevance, and compliance of organization's brand and marketing research, assets, collateral, events and messaging. Supervise the marketing and event team.
- c. Actively participate in agency events.
- d. Serve as strong outward-facing leader for public appearances and responses to media inquiries, often completed on behalf of the Chief Executive Officer.

QUALIFICATIONS/ABILITIES:

Master’s Degree in related field preferred, but not required. Bachelor’s degree required.

Demonstrated experience related to sustaining and advancing strategic initiatives. Proven history bringing innovative ideas to fruition. Demonstrated willingness to go “above and beyond” – a requisite characteristic critical to leading a small nonprofit organization with high demands and limited resources.

Exceptional professionalism, follow-through, tact, customer service, communications, and team-building skills. Strong critical thinking and creative problem-solving skills. Positive and constructive interpersonal capacities are a must.

Able to bring a strategic vision to life.

Exceptional attention to detail.

Demonstrated competency in marketing, communications, and/or brand management in a related field.

Superb written and oral communication at all levels in an organization.

SPECIAL WORK CONDITIONS:

Non-business hours required to prepare for and launch donative, public events, and other initiatives.

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skills typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other function areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the workload.

Vice President

Date

Chief Executive Officer

Date