



Metropolitan Organization to Counter Sexual Assault

Job Title: **Vice President of Development**
FLSA Status: Exempt
Department: Development
Reports to: President & CEO

Since 1975 Metropolitan Organization to Counter Sexual Assault (MOCSA) has been an essential part of the Kansas City metro. Our mission is to improve the lives of those impacted by sexual abuse and assault, and to prevent sexual violence in our community. MOCSA is seeking an experienced leader in fund development to join our dynamic organization of diverse, dedicated and innovative individuals.

SUMMARY

Serving as part of the senior leadership team, this position is responsible for fundraising, public relations, marketing and strategic planning to support current and future agency goals, as specified by the President/CEO and the Board of Directors. The Vice President of Development will establish and implement the infrastructure needed to grow a \$3.5M budget through major gifts, government and foundation grants, capital campaigns, annual appeals, special events, and corporate and individual donor funding and relationships.

JOB OBJECTIVES

I. Fund Development

- a. Collaborate with President/CEO, Senior Staff and Board of Directors to develop and implement MOCSA's fundraising strategy including, but not limited to; major gifts, government and foundation grants, capital campaigns, annual appeals, special events, and corporate and individual donor funding.
- b. Serve as the primary liaison to the Development Committee of the Board, as well as organizational Advisory Council(s) maximizing their fundraising efforts and activities.
- c. Develop and execute all grant proposals incorporating a long-term relationship management approach.
- d. Develop budgets, key performance metrics, and departmental/

- organizational goals.
- e. Oversee funding research to position MOCSA ahead of major funding changes and trends.
 - f. Lead Development team in cultivating relationships and soliciting gifts with key funders, prospecting for new donors, and developing current donors.
 - g. Develop and implement stewardship programming aimed at fostering deeper ties with donors.
 - h. Evaluate all donor information; provide and present statistical analysis to Board and senior leaders

II. Leadership

- a. Serve as a member of the agency's Senior Staff.
- b. Provide leadership to agency committees and participate in policy development and strategic planning of agency.
- c. Provide management, development and mentorship to a high performing team of development professionals.
- d. Ensure responsive, effective and efficient functions and systems.
- e. Recruit, train and supervise Grant Writer(s), Special Events Coordinator, Communications & Marketing Specialist, Executive Assistant & Development Specialist, interns and volunteers.

III. Media

- a. Develop and implement MOCSA's public relations, communications and marketing plan in collaboration with the President/CEO, Senior Staff and Board of Directors.
- b. Serve as liaison to the Communications and Marketing Committee of the Board.
- c. Oversee all media requests, including managing relationships with the media, conducting and assigning interviews and coordinating press releases.
- d. Manage agency communications including advertisements, newsletters, annual report, social media, public awareness campaigns and event marketing.
- e. Serve as a representative of MOCSA including written, recorded, videotaped and photographed images, voice and name in online, video and printed publications.

The responsibilities described represent the primary responsibilities of the job. Other responsibilities may be assigned by the supervisor as warranted by business needs. The incumbent is expected to do all assigned

responsibilities.

KNOWLEDGE/SKILLS/LICENSURE/CERTIFICATION

Minimum Qualifications

Bachelor's degree and 5 years of demonstrated success as a fundraising and development executive working closely with executive leadership, boards and donors. Experience in the areas of leadership, fundraising, public relations, marketing and strategic planning within an organization of comparable size, scope and complexity. Experience with Raiser's Edge or other similar development software. Exceptional written and verbal communication skills, public speaking and interpersonal abilities.

Preferred Qualifications

10 or more years' experience in the aforementioned skills. Expertise in marketing, event planning and capital campaigns. Master's degree, CFRE highly preferred.

PHYSICAL AND MENTAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

Work is typically performed in an office environment. While performing the duties of this job, employees are regularly required to sit, walk and stand; talk or hear, both in person and by telephone; use hands repetitively to finger, handle, feel or operate standard office equipment; reach with hands and arms; and lift up to 25 pounds.

Specific vision abilities required by this job include close vision, distance vision and the ability to adjust focus.

Mental Demands

While performing the duties of this job, employees are regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve non-routine and complex problems; use math and mathematical reasoning; observe and interpret situations; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks; work under intensive deadlines with frequent interruptions; and interact with board of directors, administration, staff, funders, donors, media, and others encountered in the course of

work.

BENEFITS

Vacation, Holiday, Sick Pay, Medical, Dental, Life, Long-term Disability Insurance, 403(b) and Cafeteria program.

MOCSA is an Equal Opportunity Employer committed to creating and supporting a diverse staff.

APPLICATION INSTRUCTIONS

Please send cover letter, resume and salary requirements to info@mocsa.org or by fax to (816) 931-4532.

Please, no phone calls.