



MINISTRY DESCRIPTION

Title: Vice President - Partner Relations
Department: Development
Reports to: Vice President - Development

Schedule: Regular, Full-time
FLSA: Exempt

Ministry Function:

The Vice President - Partner Relations supports the ministry of Convoy of Hope by leading the Partner Relations team which includes Major Gifts, Mid-range, and Corporate Relations) to raise financial resources for Convoy of Hope's mission.

Essential Duties and Responsibilities:

1. Identify, develop, and mentor the Partner Relations team through leaders including Partner Relations Regional Directors and the Senior Director of Corporate Relations.
2. Develop and implement a comprehensive development strategy to include Major Donors, Corporate partners, and mid-range donors.
3. Provide assistance to the Development Events team by offering insight & strategy for donor engagement events including but not limited Vision Summit, Hope Cruise, Compassion Cup, and Hope Experience.
4. Through your personal efforts and that of your team, drive an invitation strategy that fill development events with qualified donor and prospects.
5. As a member of the Executive Team and Senior Management Team, assists in policy creation and decision-making
6. Monitor all donor information; provide and present statistical analysis to VP-Development and the Executive Team.
7. Monitor and report regularly on the progress of the development strategy
8. Meet or exceed departmental revenue goals
9. Exemplify stewardship by responsibly managing departmental resources and staying within assigned expense budget.
10. Actively engages with and manages a portfolio of Major Donors, including personal cultivation, solicitation, closing of gifts, and stewardship.
11. Establishes policies with regard to effective and appropriate execution of development strategies.
12. Keep up to date on current fundraising programs, practices, and strategies.

Required Knowledge, Skills, and Abilities:

1. Bachelor's degree strongly preferred, equivalent experience required. High School diploma required.
2. 5+ years of professional leadership experience with a demonstrated track record or success in a fundraising or similar environment.
3. Flexible and adaptable style; a leader who can positively impact both strategic and tactical fundraising initiatives.

4. Ability to work both independently without close oversight, but also a team player who will productively engage with others at varying levels of seniority within and outside Convoy of Hope.
5. Willingness and ability to travel - often on short notice.
6. Proven experience in productive networking and relationship building.
7. Excellent communication skills (verbal, written, and interpersonal) for maintaining contacts and building new relationships with donors and partners.
8. Administrative skills, organizational skills, and attention to detail.
9. Ability to use a computer and software programs, including but not limited to g-mail, Word, PowerPoint, and Excel.
10. Ability to set goals, prioritize and organize tasks and workload in order to complete assignments in a timely manner.
11. High energy and passion for Convoy of Hope's mission is essential.
12. Ability to construct, articulate, and implement annual strategic development plan.
13. Serve as an advocate for the ministry, striving to nurture, broaden and develop financial and other resource opportunities to support and expand organizational and program ministry.
14. Ability to positively represent the ministry of Convoy of Hope, including its mission statement and core values, to all outside constituencies
15. As a Christian organization, Convoy of Hope believes it is critical that each staff member embraces the organization's religious purposes for which it exists and not only agrees with its Statement of Faith but demonstrates it in their lives on an ongoing basis

Supervisory Responsibilities: Current supervisory responsibilities include all Regional Directors - Partner Relations, Senior Director - Corporate Relations, and Partner Relations Group Administrative Assistant.

Created: 9/3/18