

Position Description

Title: Vice President of Development
Location: San Francisco or New York
Department: Development
Reports to: Executive Vice President

About the Organization

Over the years, Upwardly Global has supported thousands of foreign-born skilled job seekers in transitioning from poverty or exclusion to quality, thriving-wage careers through its customized program and holistic approach to integrating skilled immigrants into the US job market. Upwardly Global is a data-driven, innovative organization with a bold vision and a fearless spirit operating out of four major US markets and providing remote services to several parts of the country. It is unwavering in its commitment to a diverse and inclusive culture where every voice matters.

Position Overview

Reporting directly to the Executive Vice President (EVP), the Vice President of Development serves as a key executive leadership team member and a critical strategic leader for the development team to ensure they build a sustainable revenue structure to continuously grow the organization and help UpGlo achieve its mission. The primary responsibility of the VP of Development is to help further build and refine the internal organizational development infrastructure to accomplish our goals and mission.

Upwardly Global engages in systems change and policy work to ensure an environment that is welcoming of newcomers and the talent they bring. Our fundraising model is complex with direct services, project-based work, multiple earned revenue streams and exploration of expansion opportunities to new markets. Over the last year, UpGlo's budget has increased from \$6.8 to 11.2 million and we hope to maintain and further expand the budget in the coming years.

Essential Duties & Responsibilities

Development Strategy, Planning & Execution

- Develop and implement a comprehensive development strategy to raise \$11+ million annually through government, foundation, events, individual giving and corporate revenues sufficient to meet strategic plan goals
- Build 5-year development strategy aligned with organization's growth plan and fundraising trends and opportunities
- Serve as a member of the Executive Leadership Team, providing leadership and input on key organization initiatives and strategy

The above statements are intended to describe the general nature and level of work being performed by the individual(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required. Management reserves the right to modify, add, or remove duties and to assign other duties as necessary. In addition, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

Management & Supervision

- Directly supervise, mentor, and coach development staff including Director of Institutional Giving, Director of Individual Giving, and Senior Development Operations Associate.
- Provide leadership to and build a supportive, collaborative and inclusive team culture for six-person development team; ensure team structure aligns with department goals and organizational growth

Relationship Building

- Advise and collaborate with CEO, EVP, and VP Programs on strategic fundraising opportunities, raising visibility of organization, and prospecting new relationships
- Manage portfolio of high net worth individuals and key strategic Institutional funders and build external presence and network to prospect new high impact funders
- Serve as the key liaison to the board's development committee including ongoing board training and support to increase board development/fundraising skills and efficacy
- Support lead staff in creating and executing a major national Gala, a virtual Gala/community event and two online fundraising campaigns per year

Development Operations

- Continue to build and refine development operations, evaluate and oversee implementation of systems to improve team effectiveness, monitor donor data, revenue, and budgets and report to the Executive Leadership Team and Board on results and trends.
- Ensure the feasibility and probability, in collaboration and partnership with the Vice President of Finance & Administration and Vice President of Programs, of delivering on/ attaining goals and outcomes of grant contracts, including reporting requirements and deliverables
- Ensure timely and regular collection and ongoing monitoring of all donor information; provide and present statistical analysis to board and senior leaders
- Develop and adapt dashboards and reporting metrics that can inform business strategy and drive results
- Develop prospecting lists, and help secure funding
- Work with the Director of Institutional Giving to ensure quality proposals, and directly engage in high-level strategic proposals for key donors to ensure competitiveness and quality assurance.
- Participate in annual and long-term budgeting process; and lead revenue budget process

Knowledge and Skills Required

- Bachelor's degree required
- Ten (10) plus years of professional development/fundraising experience in a nonprofit organization with demonstrated success in a multi-site regional or national nonprofit and with a diversity of revenue streams; candidates bringing a strength in managing and forging relationships with government funders and major donors preferred

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- Prove to be an inspiring and visionary leader who can positively impact both strategic and tactical fundraising initiatives across a diversified portfolio
- Experience creating robust development plans with multiple streams of revenue and differentiated strategies to balance and grow a diversified portfolio of funding
- Management experience in successfully building and leading development teams
- Proven results in expanding existing and cultivating new donor relationship
- Excellent communication skills, both written and oral
- Strong project management and time management skills with exceptional attention to detail
- 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 UpGlo
- Flexible and adaptable style; comfort with risk taking
- High energy and passion for UpGlo's mission is essential with an ability to thrive in a culture that is mission-driven, entrepreneurial, fast-paced, analytical, innovative, and professional
- Outstanding communication skills (oral and written) and an ability to channel passion, commitment and build and share expertise in immigrant, refugee and/or workforce inclusion spaces

Work Environment/Physical Requirements

- Must be available to work occasional evening events
- Travel as needed

Salary Range Disclaimer

The base salary range represents the low and high end of the Indeed salary range for this position. Actual salaries will vary depending on factors including but not limited to location, experience, and performance. The range listed is just one component of Upwardly Global's total compensation package for employees. Benefits include paid time off policy, hybrid or remote work schedule, medical/dental/vision insurance, short term disability insurance, life insurance and retirement plan with employer match.

Salary Range Transparency: \$130,000 - \$155,000 USD per year

Upwardly Global is deeply committed to building a workplace where inclusion is not only valued, but prioritized. We're proud to be an equal opportunity employer, seeking to create a welcoming and diverse environment.

Interested candidates should send a resume and cover letter with salary expectations to HR@upwardlyglobal.org with VP of Development in the subject line.