



National **Benevolent** Association  
of the Christian Church (Disciples of Christ)

## **Job Description**

**Job Title:** Associate Vice President of Development  
**Reports to:** Vice President of Development & Marketing  
**Effective Date:** April 20, 2022

### **POSITION SUMMARY:**

The Associate Vice President of Development (AVP of Development) conceives and implements strategies designed to realize the NBA's philanthropic goals through such vehicles as annual fundraising, major gifts, endowed and legacy gifts, grants and foundations, and an overall comprehensive development strategy. In collaboration with Development leadership, the position provides guidance and oversight for designing and implementing recognition strategies, creates platforms that build and retain donor loyalty and commitment, and inspires continued philanthropic giving to the organization.

The NBA expects the AVP of Development to be a mission-focused development professional with an understanding of, and commitment to, a faith-affiliated nonprofit that values equity and systemic racial justice approaches in addressing and collaborating around health and social service issues. As a nonprofit serving in the U.S. and Canada, NBA seeks to accompany and partner with diverse communities and stake holders. We highly value intersectionality and cross-cultural communications. The AVP of Development is expected to lead by building collaborative partnerships, and with demonstrated ability to create an organizational culture with a strong team orientation, a high tolerance for ambiguity, the ability to adapt quickly to change, and effectively within NBA's stated commitment to diversity, equity, and inclusion.

### **Essential Duties and Responsibilities:**

#### **Donor Development**

1. Collaborate with the Development team, namely the President & CEO and the VP of Development & Marketing, to support and achieve NBA's fundraising strategies for long-term growth and sustainability of the organization.

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2. Demonstrate comfort engaging with and securing six-figure gifts from donors inclusive of individuals, foundations, and corporations/organizations.
3. Design and implement, in partnership with the Development team, an annual fundraising strategy to achieve budget goals encompassing annual fund, major gifts from individual and institutional donors, special campaigns, and Planned Giving. Establish metrics by which to evaluate NBA's progress toward aggressive growth goals.
4. Implement relationship management best practices. Personally manage a portfolio of 150 major gift prospects primarily of individuals and with foundations as well.
5. Support NBA's development strategy with research and proposal creation for prospective donors, foundations, and grants.
6. Work with the Marketing staff to design messaging and communications, including direct mail, for giving levels/societies and campaign-related activities that support the cultivation of current and prospective donors.
7. Build an organization-wide culture of philanthropy at NBA by engaging key internal stakeholders and staff in fundraising activities.
8. Analyze giving trends and consult with the Development team to steward donors who support the annual fund, major gifts, and special campaigns.

**Development Management**

1. Oversee donor recognition process that includes meeting donor intent.
2. Oversight and management of donor development database.
3. Partner with development and marketing staff to refine and create NBA's philanthropic case for support to be employed in a variety of formats.
4. Provide briefings, reports, and other high-level correspondence related to development and donor relations.
5. Manage and adhere to the allocated budgets related to Development.

**Organizational Leadership**

1. Collaborate with the VP of Development & Marketing to implement and integrate systems for cross-team cooperation and communication across the organization, with particular focus on development;
2. Leads, as appropriate, organization-wide teams and specific tasks, particularly when there is opportunity to highlight philanthropic opportunities;
3. Create efficiencies and standards for staff to access and use across the NBA.
4. Represent the organization in various settings across the Christian Church (Disciples of Christ) in attending meetings and events, as directed by the VP of Development & Marketing and/or President & CEO;

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5. Support the increased visibility of NBA as an institution for charitable giving among members of the Christian Church (Disciples of Christ) and additional audiences of support.
6. Serves as a resource for the Board of Trustees Development & Marketing Committee including working with the VP of Development & Marketing to bring business items and reports to the Board of Trustees.
7. Serve as resource to the wider NBA network of partners and partner organizations, around best practices in donor development and fundraising.

***This list of “Essential Duties and Responsibilities” is not intended to be limiting. The National Benevolent Association reserves the right to revise this job description as needed to comply with actual job requirements.***

### **Required Skills and Abilities**

- A development professional, who is an articulate and persuasive communicator, both in speaking and writing, with a disposition of active listening and who is comfortable receiving input from many sources, and able to act on information to develop increased support;
- Attention to detail, flexibility, and self-starter with a high degree of autonomy and accountability;
- Ability to maintain confidentiality of donor information and a finely tuned sense of discretion;
- Exemplify project management skills, including clear understanding of tactical fundraising systems (e.g., prospect tracking, scheduling, contact management maintenance, etc.);
- A demonstrated commitment to social justice and advocacy work; including experience working with persons from diverse cultural, social, and ethnic backgrounds including those within the disability community. The ability to appreciate historical contexts, discern nuances of relationships and power dynamics, understand racial/ethnic realities, and respect community needs and desires is important.
- An optimistic outlook and the humor, integrity and patience necessary to work within a transformative environment;
- Knowledge of and commitment to the mission, values and goals of NBA and knowledge and understanding of the Christian Church (Disciples of Christ) denomination, and the covenantal relationship with NBA;

### **Supervisory Responsibilities**

As the Development team grows, this position will supervise both independent contractors and staff members.

### **Education/Experience:**

- 8+ years of proven success creating and managing a diverse fundraising portfolio and at least 5 years of direct major gifts experience;
- Comprehensive experience with donor tracking database (NBA uses RaisersEdge);
- Experience and/or willingness to work in an organization with a decentralized and distributed workforce with the flexibility of working from home, our NBA St. Louis office, or while traveling on donor/prospect visits.

### **Work Environment:**

This position is remote. You will need a dedicated space for an office.

### **Physical Requirements:**

- The ability to communicate in person, on video screen, on the telephone, and in front of large groups of people.
- The ability to meet a rigorous travel schedule that includes managing luggage of up to 50 lbs. One may occasionally need to lift marketing and work materials, 40 lbs or less.
- The ability to participate in prolonged periods of sitting or working on a computer.

### **Travel Requirements:**

This position requires travel 10-15 days per month.

### **Equal Opportunity/Affirmative Action Statement:**

*The National Benevolent Association is an Equal Opportunity Employer. The National Benevolent Association, in affirmation of its commitment to excellence and cultural relevance, endeavors to provide equal opportunity for all individuals in its hiring, promotion, compensation and employment practices. Organizational decisions regarding hiring, promotion, compensation and human resource practices will be based upon a person's qualifications and/or performance without regard to race, color, creed, national origin, sexual orientation, disability, pregnancy,*

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*age, gender, gender identity or gender expression, genetic information, military status, or religion, except where religion is a bona fide occupational qualification This policy extends to every phase of the employment process including: recruiting, hiring, training, promotion, job assignment, compensation, benefits, transfers, reductions in force, terminations, and organization-sponsored educational, social, and recreational programs (From The Employee Handbook for the National Benevolent Association, updated 2018; page 8)*

**TO APPLY FOR THIS POSITION:**

*Send a letter of interest and an up-to-date resume to:*

**AVP SEARCH COMMITTEE  
dcartwright@nbacares.org**

**DEADLINE: May 25, 2022, at 05:00 p.m. CT**