



VICE PRESIDENT OF Mission Engagement

Position Vision

The VP of Mission Engagement serves as a key member of the executive team and is responsible for the strategy, oversight and implementation of all fundraising, volunteer recruitment, marketing, and communications efforts. Serving as an advisor and partner to the CEO and Executive Team, the VP of Mission Engagement collaborates with BBBS Central Ohio staff, support the Board of Directors, empowers the team, engages BBBS Central Ohio investors and inspires the community.

Agency Mission: To create & support one-to-one relationships that ignite the power & promise of youth.

Agency Values:

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| -Excellence | -Integrity |
| -Growth Mindset | -Relationships |
| -Ownership | -Respect & Trust |

Key Responsibilities:

Strategic Leadership:

Works with the CEO, Leadership Team, Board of Directors and staff to define, plan and implement vision, direction, strategy including:

- The management of all aspects of the Agency's fundraising efforts with particular emphasis on major, individual, and planned giving.
- Leading efforts for recruiting new corporate and workplace partnerships involving the President/CEO as needed.
- Ensuring that Engagement team is effectively prospecting new partners and stewarding current partners and investors.
- Providing input for short- and long-term organization planning
- Helping to identify and address development and recruitment issues
- Creating and implementing development, marketing and recruitment plans and programs
- Remaining informed of developments in philanthropy, current trends, policies and issues
- Developing a balanced funding mix of donors and solicitation tactics
- Regularly evaluating effectiveness and performance

Team Leadership:

Provides oversight and day-to-day management of all fundraising, recruitment, marketing and communications activities including:

- Fund development, recruitment and communications planning that includes strategies, tactics, goals, benchmarks and evaluation

- Sound fiscal oversight and reporting of revenue, expenses, forecasting and budgeting
- Collaborative, energetic and inspiring leader who creates a supportive and authentic work environment that is rewarding for staff and volunteers
- Identifies, recruits, oversees, coaches and mentors direct reports in fundraising, recruitment, administration and marketing/communications
- Invests in the success of the team through regular individual, team and department meetings; professional development commitment; and performance and accountability measurement

Inspiring Partnership and Investment:

Designs and implements a relationship-based, volunteer and donor-centric fundraising and recruitment program to meet the growing needs of the organization including:

- Maintains a personal portfolio of relationships through active management and solicitation of donors through the fundraising cycle
- In partnership with the Mission Officer, develops and implements planned giving strategies
- Assists the CEO, Board of Directors, and other fundraising volunteers and staff to identify, cultivate and solicit gifts
- Assures design, active management and success of special events, cultivation and recognition programs, data management, and donor research and reporting

Equal Employment Opportunity

BBBSCO provides equal employment opportunities to all qualified individuals without regard to race, creed, color, religion, national origin, age, sex, marital status, sexual orientation, or non-disqualifying physical or mental handicap or disability.

Americans with Disabilities Act

Applicants as well as employees who are or become disabled must be able to perform the essential duties & responsibilities either unaided or with reasonable accommodation. The organization shall determine reasonable accommodation on a case-by-case basis in accordance with applicable law.

To help achieve the mission of the agency, program staff may have to assume additional tasks and responsibilities as assigned by the President/CEO or their designees.

This job description should not be interpreted as an employment contract. The Agency reserves the right to unilaterally and periodically modify this job description as is consistent with its goals and objectives.

If you have any questions or do not understand the job description as written, please see the President/CEO immediately. If you understand everything completely, please sign and return to the Vice President of Human Resources and Talent Development.