

JoshProvides Epilepsy Assistance Foundation Job Description

Job Title: Vice President of Philanthropy

Reports To: Executive Director

FLSA Status: Exempt

Full-time position: 40 hours per week

Summary: Enhance the Foundation's mission through increased donations and endowments from donors and special events nationally and locally and expanding the Foundation's national and local outreach through volunteer recruitment and retention.

Duties and Responsibilities include the following. Other duties may be assigned.

1. Establish a written fund raising plan, goals, budget and procedures for JoshProvides for the Calendar year that encompasses both local fund raising, as well as, national fund raising.
2. Establish Vice President's personal goal which is acceptable to the Development Committee for the Calendar Period.
3. Meet individually with each board member to develop personal relationships and to determine how the Vice President of Philanthropy and each board member can, to the best of their respective abilities, be supportive of fundraising initiatives.
4. Provide personal support and direction for the Development Committee. The Vice President will provide written procedures and direction and will work closely with the Committee, which will be chaired by an individual who also serves on the Board of Directors.
5. Cultivate and solicit Vice President's personal prospects, including as part of a team board leadership and/or Committee members regarding their personal prospects.
6. Provide written training procedures and organizational assistance that will enhance fundraising capabilities and effectiveness of volunteers as JoshProvides has no staff.
7. Establish written procedures for establishing satellite JoshProvides volunteers in other parts of the Country and organize their fund raising efforts consistent with the plans,

- goals and budget provided above for the Calendar Period.
8. Identify potential funding sources (grants from foundations and corporations), submit written reports regarding the same and work with the Executive Director to prioritize and prepare written proposals where appropriate.
 9. Recommend and draft policies and procedures to the Executive Director and board related to gift acceptance, donor recognition, donor acknowledgment, receipting, internal controls, etc.
 10. Monitor all prospect contacts to ensure positive and purposeful prospect and donor relations and provide all necessary follow-up to secure a donation.
 11. In addition to the Vice President's other duties, the Vice President will draft and prepare written procedures to follow and supervise and train volunteers involved with fundraising and ensure proper follow up and timely implementation of fundraising activities
 12. Maintain internal database as it relates to prospects and fundraising activities
 13. Provide oversight, direction, and documentation of all fundraising activities-Report progress on a regular basis to President, Executive Director and Board
 14. Work with the Executive Director and Board in support and implementation of the mission and strategic plan of Josh Provides
 15. Become more knowledgeable about Epilepsy and be familiar with all aspects of the mission, programs and activities of JoshProvides in order to be able to use that information for the purposes of fundraising.
 16. Develop and implement a social media program to attract local and national donor prospects.

Qualifications:

- A minimum of a Bachelor's degree with 5 years of non-profit fund raising experience (CFRE Preferred) working in a managerial/supervisory role within a community based setting;
- manage the overall strategies of a comprehensive fund development and stewardship programs;

- direct experience in development/fundraising functions;
- become knowledgeable about epilepsy and promote epilepsy awareness and help demystify epilepsy;
- be a self-starter; excellent interpersonal, communication and supervisory skills;
- strong writing, oral and presentation communication skills;
- ability to multi-task, meet deadlines, and work with minimal supervision;
- proficiency and experience in working with managing a management data base system, Microsoft Word, Excel, Power Point, and Publisher and Face book, Linked In and You Tube.

Certificates and Licenses:

Valid driver's license

Knowledge, Skills and Other Abilities:

- Ability to multi-task
- Communication skills

Qualified candidates are invited to email a cover letter and resume to MaryBeth@MBJGroup.com by July 17, 2015