

**VP of Partner Engagement and Fund Development**

Durham Children’s Initiative (DCI) is a place-based, nonprofit organization committed to improving outcomes for children and families living in a targeted area of East Durham referred to as the DCI Zone. DCI’s long-term vision is to have all youth in the DCI Zone successfully graduate from high school, ready for college or a career. We work to achieve this vision by providing a continuum of high-quality services for children and families extending from birth through high school. In addition to programs provided directly by DCI staff, DCI collaborates with over 40 pipeline and enrichment partner organizations to offer these needed resources and supports to East Durham children, youth, and families.

This full-time, benefits-eligible position reports to the DCI President and CEO and Chief Operating Officer. The VP will serve as a part of DCI’s senior leadership team and will work closely with DCI staff, partners, and evaluators to ensure the delivery of a comprehensive, high quality, and coordinated pipeline of services for DCI families.

**Primary Scope of Work**

The Vice President of Partner Engagement and Fund Development is responsible for developing DCI’s innovative pipeline of services in collaboration with DCI’s President and CEO, staff, partner organizations, and evaluation team including the planning of high-quality pipeline interventions, strategic partner engagement, program data collection and longitudinal evaluation oversight, programmatic gap analysis and implementation recommendations. She/he will supervise a small team, carry out DCI and team goals and objectives, adhere to DCI policies and procedures, and perform additional duties as defined by the DCI President and CEO and/or Chief Operating Officer.

**Specific Responsibilities**

Fund Development

* Lead the creation, monitoring and evaluation of a diversified, comprehensive written development plan with clearly defined goals, objectives, timelines and assignment of responsibilities
* Work with CEO to create a new annual giving program for individual and corporate giving which lays out a plan of action for the next three years including the identification, cultivation and solicitation of new and existing donors; giving vehicles and outreach; giving levels and recognition; strategies for lapsed donors and moving donors up to larger contributions and stewardship practices
* Work with CEO to create a new major gifts program which identifies, cultivates and solicits existing and new donors towards greater commitment to the organization; creates individual plans of action including how best to involve the President/CEO and Board in activities and stewardship
* Determine who is in the best position to solicit donors including but not limited to preparing the President/CEO or Board members
* Identify and research national, regional, state, and local foundation and government funding sources and make recommendations for qualification to the President/CEO and Board Chair.  Once qualified, work with the President/CEO and Board Chair in developing a strategy for cultivation and execution of grant proposal
* Lead the grant-writing process
* Provide timely and accurate reports to foundations and other funders requiring reporting and create a system for keeping track of reporting deadlines
* Serve on DCI’s leadership team contributing to the overall strategic plan of the organization
* Manage the implementation of donor management software and oversee staff responsible for coding and entering prospect, donor, and gift information in database, as well as ensure compliance with gift acceptance policies and procedures
* Work with the Chief Operating Officer to ensure that all financial information is correct between fundraising and accounting systems
* Work in coordination with DCI’s Communications Team to oversee marketing and branding projects, such as annual reports, giving campaigns, press kits, videos, and the creation of printed collateral for donor cultivation, as well as to maintain and develop our presence on the web and on social media outlets
* Provide timely and accurate reports on progress towards goals for review by the President/CEO and Board
* Staff the Board’s Development Committee

Pipeline Development

* Work collaboratively with key stakeholders to strengthen and create DCI staff and partner-provided programming that successfully impacts child and family success in DCI’s six goal areas
* Determine areas for program growth with leadership team and develop appropriate planning and implementation strategy, particularly as it relates to partner engagement and evaluation
* Explore new and innovative areas for collaboration to strengthen services and outcomes
* Ensure commitment to equity in program development and organizational practices
* Gather and share research on evidence-based practices to guide pipeline development
* Support cross-team planning and development of cost effective and results-oriented systems
* Work with leadership team to ensure program plans are developed, implemented, and reviewed
* Identify and implement strategies that prioritize community voice in pipeline development (e.g., needs assessment, Parent & Community Advisory Council, focus groups, community meetings)

Partner Engagement

* Lead planning and implementation of successful DCI partnership strategy
* Identify and engage new and existing partners to fill in gaps in services, build on community strengths and assets, address family-identified needs, leverage resources, and demonstrate shared results
* Effectively develop relationships and opportunities for collaboration with a broad range constituents and multi-sector partners including city and county agencies, schools, nonprofits, colleges and universities, businesses, civic and neighborhood groups, faith-based organizations, parents and youth
* Build on DCI’s leadership as a backbone organization for collective impact and coordinating collaborative grants
* Define and communicate DCI partner roles, expectations, and benefits
* Implement partnership agreements, memorandums of understandings, and contracts
* Clarify processes for data sharing and accountability
* Develop strategy to ensure continuous communication and promotion of partnerships
* Lead large and small group partner meetings
* Train staff on partnership processes and monitor implementation
* Work with development team and partners to identify and pursue joint funding and training opportunities that build capacity for effective service delivery
* Support DCI staff in coordination of partner services in DCI pipeline and connection to families
* Participate in partner events to show support and build strong, mutually beneficial relationships
* Serve on partner advisory groups and committees when appropriate to learn and provide input
* Ensure child safeguarding is integrated in all program and partnership development processes

Evaluation

* Serve as primary liaison to DCI’s evaluation team at Duke’s Center for Child and Family Policy (CCFP)
* Work with CCFP and other key stakeholders to plan and implement a comprehensive, longitudinal evaluation of DCI
* Define clear outcomes and measurable indicators of success for DCI staff and partners in goal areas
* Develop effective and confidential systems of data collection that support program monitoring and improvement, and demonstrate DCI outcomes
* Assist leadership team and staff with planning and implementing evaluation of internal programs such as Advocate program, out-of-school opportunities, and other community engagement activities
* Support staff and partners in utilizing data for continuous quality improvement
* Review key performance data from DCI staff and partner-provided programs to monitor and measure productivity, goal progress, and participation levels
* Review and present quarterly data reports to DCI President and CEO and leadership team to ensure accountability and demonstrate progress throughout the year
* Work with development and communication teams to effectively report DCI’s impact to funders, partners, families, and the broader community

**Applicants must display evidence of:**

* Strong leadership and vision in managing partnerships, teams, and major projects
* Significant experience in program development and evaluation
* Commitment to social justice, equity, and DCI’s mission
* Background and experience working with families and/or high-need communities
* Excellent interpersonal skills and collaborative work style
* Initiative, innovation, and use of independent judgment
* Experience with risk assessment and change management
* Use of logic and reasoning to identify strengths and weaknesses of alternative solutions to problems
* A customer-oriented approach towards meeting the needs of DCI children and families
* Knowledge and experience in organizational effectiveness and implementation of best practices
* Preparing and delivering clear and concise oral and written communications including presentations, correspondence, and reports
* Experience with grant writing and contract management
* A demonstrated commitment to high professional ethical standards and a diverse workplace
* A track record of working effectively with minimal supervision
* Delivery of a product on time, on budget, and with sensitivity to subject matter
* Flexibility and adjusting priorities when necessary
* Ability to operate in a fast-paced, community-focused environment
* Developing performance standards and evaluation plans for supervised staff
* Selecting and utilizing appropriate training and instructional methods for diverse audiences
* Excellent computer skills and proficiency in Microsoft Excel, Word, Outlook, and Access
* Availability to work some evenings and weekends

**Minimum Qualifications:**

* Graduate degree with a minimum of five years of experience in nonprofit management, program development and evaluation, fund development, community development, or equivalent experience

**Benefits and Salary:** This position is eligible for a comprehensive benefits package provided by DCI. Salary for this position is competitive and is commensurate with prior experience.

**Anti-Discrimination Policy:** DCI prohibits discrimination and harassment, and provides equal employment opportunity without regard to race, color, religion, national origin, disability, veteran status, sexual orientation, gender identity, sex or age. DCI is committed to recruiting, hiring, and promoting qualified minorities, women, individuals with disabilities, and veterans.

**Commitment to Child Safeguarding:** DCI’s selection process reflects our commitment to keeping all children safe from harm. To this end, all DCI staff members who may be in direct contact with children and youth will be trained on their duty to report as well as DCI’s Child Safeguarding Policies. Candidates will be screened through both a state and national database of criminal offenses, sexual offenses, and for acts of terrorism prior to final offer for employment.

**Employee Acknowledgment:** The job description is intended to provide an overview of the requirements of the position. It is not all‐inclusive. DCI may require other functions, duties or responsibilities not listed herein. Management, at its sole discretion, reserves the right to change, alter, and/or otherwise modify this job description at any time. Nothing in this job description is intended to create a contract of employment of any type or kind.

**How to Apply:** Applications will be reviewed immediately. Applicants should send cover letter, resume and three references by email to David Reese, CEO (please indicate VP of Partner Engagement application in the subject line).

David.Reese@dci-nc.org