



Urban League of
Palm Beach County, Inc.

*Empowering Communities.
Changing Lives.*

Vice President of Development & Communications

Office of Development & Communication

Reporting to the President & CEO

Organizational Overview

The mission of the Urban League of Palm Beach County is to assist African Americans and other minorities in the achievement of social and economic equality. Urban League of Palm Beach County (ULPBC) is the leading provider of comprehensive family services assisting 17,000 clients annually providing 23 programs and services in economic, youth and education and community and health empowerment.

Purpose of Position

Reporting to and working in close collaboration with the President & CEO to execute a comprehensive development plan and communications strategy for Urban League of Palm Beach County. The Vice President of Development & Communications will oversee and execute the annual development program, communications plan and assist with meeting the goals of the strategic plan.

Responsibilities of the Director of Development are:

- Support the President & CEO and Board of Directors on all major fundraising initiatives including major gifts, annual campaign, sponsorships and endowment.
- Collaborate with the Vice President of Finance & Administration and Vice President of Programs to implement the Urban League's financial and programmatic strategy.
- Have primary responsibility for development and execution of all proposals including grants; write and archive all proposals with a long-term relationship-management approach.
- Execute strategies for cultivating and soliciting donations from all giving sectors including conducting prospect research.
- Primary responsibility for implementation and management of the organization's fundraising management software, including data transfer and ensuring accuracy and completeness of existing data.
- Primary responsibility for donor stewardship including all follow up, timely correspondence and coordinating any volunteer activities.
- Coordinate all fundraising special events, including planning, designing, contracting with vendors, printing, disseminating information and invitations, tracking income and responses, coordinating entertainment, executing events, acknowledgement of donors and other partners, and generating income and expense reports.
- Oversee research funding sources and trends, with foresight, to help position the agency ahead of major funding changes or trends.
- Monitor all donor information; provide and present statistical analysis to board and senior leaders.
- Create and implement a marketing program for the organization and programs. Review and implement the communications and crisis communications plans. Oversee the flow of information on the website, social media and through traditional media outlets. Serve as an organizational spokesperson in the community and media as needed.
- Prepare budgets and goals and provide reports to the Chief Development Officer and or President and CEO.

Standards for Measuring Performance

- Successfully drives the overall fundraising goal of the organization and creates a culture of philanthropy.
- Development and management of events, donor relations, database and fundraising portfolios.
- Excellent grammar, writing, editing and research skills.
- Highly organized individual, capable of handling multiple priorities, meeting deadlines, and managing time effectively.
- Ability to work independently as well as an effective team player.
- Excellent working knowledge of computers, internet, spreadsheet, and database experience.
- Access to reliable transportation; some travel may be required.
- Ability to maintain confidentiality.

Qualifications:

- 5-7 years' experience in the field with a significant background in leading major fundraising initiatives or departments.
- Must embrace the mission of the Urban League of Palm Beach County.
- Solid understanding of fund-raising systems and databases, including segmentation, tracking, and donor research capabilities is required.
- Have knowledge and experience in fund raising techniques, particularly major gift fundraising.
- Possess the skills to work with and motivate staff, board members and other volunteers.
- Marketing background with knowledge in leading and developing a communications plan and implementation.
- Have the desire to get out of the office and build external relationships.
- Be a "self-starter" and goal driven to initiate donor visits and fundraising calls.
- Be organized and exhibit "follow through" on tasks and goals.
- Display a positive attitude, show concern for people and community, demonstrate presence, self-confidence, common sense and good listening ability.
- Must be familiar with the culture and protocols of the nonprofit sector.
- Computer literacy and proficiency with MS Word, Excel and PowerPoint.
- A bachelor's degree. Association of Fundraising Professional Member or CFRE a plus.

To apply, please submit a detailed cover letter summarizing your experience and qualifications and include a resume and salary requirements to the attention of Silvia Campos, Executive Assistant, scampos@ulpbc.org. Please do not contact by phone.