



**JOB DESCRIPTION**  
Vice President of Development

Children's HeartLink is a nonprofit humanitarian organization based in Minneapolis. To save the lives of children with heart disease, we partner with organizations to train medical teams, provide education and transform health care in underserved parts of the world. One in 100 children are born with a heart defect, and 90 percent of these children live where there is inadequate medical care. We currently support partner hospitals and programs in Brazil, China, India, Malaysia, and Vietnam.

Children's HeartLink core values are:

We care about and advocate for children with heart disease, their families, caregivers, and communities.

We are resourceful and creative, continuously learning and improving.

We hold ourselves to the highest standards of quality in our work, and integrity in our actions.

We are One Team. We collaborate and use our combined skills and strengths to share ideas and solve problems

**I. Objectives:**

The Vice President of Development will support the organization's strategic plan by designing and implementing a comprehensive fundraising program. The Vice President of Development will be responsible for providing leadership to all aspects of Children's HeartLink's fundraising efforts, which includes non-capital campaigns, corporate, foundation, government, individual, and planned giving. In collaboration with the President, the Vice President of Development will expand and diversify Children's HeartLink's donor base/pipeline through collaboration with key stakeholders to secure funding to support the organization's growth strategy. This position will work closely with the President, the senior leadership team, the Development and Communications teams, and other stakeholders. The Vice President of Development participates in Board of Director meetings and the International Advisory Board meetings.

**II. Supervision:**

The Vice President of Development reports to the President. The Vice President of Development supervises key staff position needed to effectively achieve the revenue strategy for the organization. Currently, this includes direct supervision of the Director of Leadership Giving and the Events Manager, as well as the supervision of tasks supporting the Development Department completed by support staff across the organization.

**III. Responsibilities:**

- A. As a member of the leadership team, enhance and implement organizational vision, and support organizational strategies, plans and procedures as established in Children's HeartLink's strategic plan.
- B. Provide day-to-day leadership and management that both incorporates the core values of Children's HeartLink and supports the organization's growth strategies.
- C. Design and successfully achieve revenue strategy in partnership with the President, the senior leadership team, board members and other advisors. Evaluate the potential for, and likely return on investment from, new revenue streams, e.g., an expanded Annual Fund, a Major Gifts Program, government support and/or corporate support, in line with the growth trajectory and revenue assumptions of the strategic plan.
- D. Leadership of and support to the Children's HeartLink Development Committee and other ad hoc fundraising steering committees.
- E. Develop an effective case for support and strong value proposition for key donors/investors/corporations in collaboration with the President and the senior leadership team.

- F. Inspire, cultivate, and solicit major donors/corporations/foundations. In partnership with the President, the Vice President will be responsible for cultivating, soliciting, and stewarding major donors. This is an externally-facing position that will be directly engaged in inviting major donors—corporations, foundations, individuals, and others—to invest in the work of Children's HeartLink. The President spends ~30% of his/her time engaged in direct fundraising and it is estimated this position will spend upwards of 60% time doing frontline fundraising, with a focus on acquisition, especially as it relates to corporations and foundations.
- G. Carry forward government funding strategy, collaborating with senior leadership team in finding, testing, and deploying opportunities for public-funding initiatives (domestic and/or international) of Children's HeartLink activities.
- H. Direct and oversee all development operations, including internal processes and personnel related to multi-channel solicitations, gift entry, recordkeeping, moves management, reporting, and stewardship.
- I. Collaborate with the Director of Operations and the President to develop and implement Children's HeartLink's financial strategy and evaluate outcomes of the strategy. Determines annual budget and historical analysis to drive annual goals and plans, develops and tracks revenue projections and results, and prepares budgets and forecasts related to all fundraising activities.
- J. Selects, supervises, evaluates, and manages Development staff. Provides regular performance feedback, develops staff member's skills and encourages growth. Sets expectations, assigns responsibilities, and monitors delegated activities.
- K. Manage any vendor/consultant relationships that pertain to development functions.
- L. Other duties as assigned.

#### **IV. General Office Responsibilities**

- A. Attend and participate in Board of Director and International Advisory Board meetings.
- B. Attend and participate in staff meetings, retreats, and special sessions.
- C. Participate in annual performance review.
- D. Stay abreast of industry trends and news.

#### **V. Required Experience and Skills:**

- A. Bachelor's degree required; Master's degree preferred.
- B. A minimum of eight years of non-profit development / fundraising experience.
- C. Proven ability to think strategically and to effectively implement plans to achieve goals.
- D. Comprehensive knowledge of all fundraising functions, including proposal development, prospect research, planned giving, data management, acknowledgement protocols, recognition programs, capital campaigns, grant writing and reporting, budget development and monitoring, event planning and development-related technology.
- E. Proven track record of success soliciting gifts from individuals, corporations, and foundations.
- F. Possesses clear and concise verbal and written communication skills.
- G. A minimum of three years of supervisory experience and key management skills in motivating, directing and leading staff and consultants, and in coordinating and supporting the work of others.
- H. Understanding of international development work and a global perspective with affinity for international causes.
- I. Experience working with non-profit boards and volunteers.
- J. Ability to work with others as a team and in support of a positive work culture.
- K. Ability to deal with ambiguities and changing priorities.
- L. Ability to travel within U.S. and internationally, upward to 15%.

#### **VI. Additional Information:**

- A. Salary is competitive, and negotiable based upon qualifications and experience. This position offers a competitive benefits package including health, dental, disability, and 403(b) with match.
- B. Relocation is limited but negotiable.
- C. Physical demands are the ability to sit for extended periods of time with use of computer, keyboard, and mouse. Job may include ability to lift, move, or retrieve objects up to 30 pounds and bend, stoop, crouch, and reach to perform work functions.

**VII. How to apply:**

Qualified candidates should submit their cover letter indicating salary requirements, resume, and contact information for three references to: [kate@childrensheartlink.org](mailto:kate@childrensheartlink.org)