



## Vice President of Advancement

### Job Overview

Judge Baker seeks a dynamic and results-oriented leader with a track record of increasing revenue through successful fundraising campaigns, events and donor outreach. Working in close partnership with the President and CEO, the Vice President of Advancement will be a key member of Judge Baker's leadership team, and will be responsible for all activities related to raising funds from individuals, corporations, and foundations. The position will take the lead in identifying and engaging new revenue streams, and providing strategic oversight of the cultivation, solicitation, and stewardship of Judge Baker's prospects and donors. As nonprofits pivot their fundraising and cultivation efforts due to the pandemic, we are looking for a VPA who enjoys thinking outside of the box to creatively meet goals. The position can be full-time or part-time (32 hours/week).

### Essential Duties and Responsibilities

- Works with the President and CEO, Development Committee, Board of Trustees, staff, external consultants and other volunteers to develop and implement strategies to raise funds in support of Judge Baker's strategic objectives; staffs the Development Committee and Capital Campaign Committee for The Baker Center at Waltham; participates in all Judge Baker staff and board meetings, as appropriate.
- Oversees all fundraising efforts and collaborates with program directors to secure funding for research, clinical program development, and other related funding needs; responsible for overseeing Development staff and contract employees; manages the planning, execution, and staffing of all advancement events and activities, including an annual Golf Tournament and the biennial Hopes and Dreams Gala.
- Identifies and develops new strategies outside of traditional approaches to fundraising.
- Collaborates with the President and CEO and Development staff to identify and develop individual cultivation and stewardship strategies for major gift and capital campaign prospects; cultivates and expands her/his own portfolio of individual, corporate, and other funding prospects while working closely with the Grant & Foundation Relations Manager to expand foundation support.
- Establishes a communications strategy, including print, website and social media, in collaboration with the Marketing & Communications Specialist to raise awareness about Judge Baker's work and fundraising initiatives.
- Supervises the Development team, which includes a Development Associate and Grant & Foundation Relations Manager, and oversees development operations, infrastructure and systems (including Raiser's Edge, reporting, budgeting, research, etc.).

## **Education, Skills, & Qualifications**

- College degree with a minimum 8-10 years of demonstrated and successful experience in nonprofit fundraising and management. Major gift experience required; experience in mental health preferred;
- Strong relationship skills and demonstrated success at advancing an organization's goals through partnerships with trustees, volunteers, top prospects, and donors; extraordinary level of personal responsibility, with goal orientation and ability to identify and engage high-net worth prospects;
- Affirms and supports the values of cultural diversity, equity and inclusion in all aspects of their work;
- Ability to maintain high standards of ethics, integrity, and professionalism, and to handle sensitive and proprietary financial information;
- Must be able to work independently and as part of a team, bringing flexibility, a sense of confidence and humor, strong management skills, and an ability to handle multiple projects to this position;
- An enthusiasm for mission-driven work is key, as is an appreciation and ability to effectively communicate about the importance of Judge Baker's mission;
- Strong work ethic, highly responsive and attentive to details; excellent analytical, organizational, time management, and written and oral communications skills.
- Entrepreneurial spirit and an ability to thrive in a lean environment;
- Motivated and goal-directed leader with the interpersonal skills needed to build relationships and secure support from diverse sources;
- Proficiency in Raiser's Edge or similar donor management system and Microsoft Office (Excel, Word);

## **Salary and Hours**

Full or part-time time position, salary commensurate with experience. Work occasional nights, early mornings and weekends as needed for committee meetings and events.

Judge Baker Children's Center embraces workplace diversity and is dedicated to the achievement of equality of opportunity for all its employees and applicants for employment without regard to race, color, religion, sex, sexual orientation, marital status, age, national origin, disability, veteran status or any other protected group status under federal, state or local law. Judge Baker is an Equal Opportunity/Affirmative Action Employer.

### **To apply:**

For questions about the position, contact Susan Ring Brown, Grant & Foundation Relations Manager, at [srbrown@jbcc.harvard.edu](mailto:srbrown@jbcc.harvard.edu).

More information about Judge Baker Children's Center can be found at <https://jbcc.harvard.edu>.