

Vitae Foundation

Job Posting

Job Title: Kansas City Market Director

Department: Development

Posting Date: May 15, 2024

Salary Range: \$77,250-\$87,250

Purpose:

The Market Director holds primary responsibility for executing Vitae's Development plan for their assigned geographic market. The Market Director will provide overall leadership for development efforts that benefit the Vitae Foundation with a special emphasis on securing individual major gifts from assigned donors, promoting attendance and securing sponsorships to ensure successful fundraising events, introducing and promoting the Vitae Foundation with the public and other pro-life organizations, and assuring achievement of annual objectives according to priorities set by the President and Board of Directors.

Essential Duties and Responsibilities:

The Market Director's responsibilities will include but are not limited to the following.

- Maintain and enhance relationships with assigned donors
- Prospect and develop new donors
- Work with Events Director to achieve successful fundraising events in your assigned market
- Work with Development Team to come up with new events and fundraising efforts and strategies that will help diversify and grow our donor base
- Collaborate with Vitae's marketing/communication department in the implementation and facilitation of annual research-based marketing plan for your market
- Be knowledgeable and stay current on past and present Vitae Foundation research
- Promote Vitae Foundation's research and services to Pregnancy Help Centers, churches, pro-life organizations, civic groups and the general public
- Work collaboratively with Marketing, Research, Research Application, and Operations departments
- Supervise development staff if applicable
- Attend fundraising and other seminars and participate in other on-going training activities to further develop fundraising skills
- Recruit, develop and work with volunteers to assist with fundraising events and other efforts
- Work closely with Vitae's President and/or other key Vitae administrators and volunteers to jointly identify, cultivate, solicit, and steward key Vitae donors and prospects
- Work with the Director of Development to develop an annual budget for fundraising events and individual fundraising goals
- Participate in regular meetings with the Director of Development, the Development Team and Vitae staff as needed to ensure effective communication and service delivery of development and marketing activities, progress toward goals, staffing, and other pertinent matters

- Contribute to the creation of Vitae fundraising documents and related materials for comprehensive development/marketing campaigns including case statements, brochures, presentations and other promotional materials to ensure quality, accuracy and consistency with established priorities
- Learn history of Vitae Foundation and study and remain current on abortion issues and other trends that affect the culture of life
- Assist other Market Directors with their events as needed
- Other duties as assigned by the President or DOD

Qualifications:

- Two or more years of experience managing a dynamic portfolio of major gift prospects
- Experience with developing effective relationships with donors
- Experienced and comfortable in soliciting gifts from donors
- Experience representing a large non-profit organization in a fundraising capacity
- Exceptional written, oral, interpersonal, and presentation skills and the ability to effectively interface with senior management, staff, board members, and community leaders
- Exceptional computer skills with a working knowledge of MS Word, Excel, Outlook and PowerPoint.
- Commitment to the mission and values of Vitae Foundation