

## **VICE-PRESIDENT RESOURCE DEVELOPMENT– NON-PROFIT - RICHMOND Westminster Canterbury Richmond**

Westminster Canterbury Richmond is seeking a Vice President Resource Development to provide strategic leadership, direction, and oversight for the overall operations of Westminster Canterbury Foundation, the charitable arm of the organization. The Vice President Resource Development fosters a culture of inspiring generosity within Westminster Canterbury and works in collaboration with the President and CEO, managing the Foundation Board relationship and serves as the primary contact for all board actions and communications. The Foundation actively raises funds for a wide variety of programs including need-based financial support to seniors-in-need through its Fellowship Program. The work of the Foundation includes managing endowed resources, working closely with program providers, encouraging innovation and cultivating leadership in senior services.

Westminster Canterbury Richmond is a Continuing Care Retirement Community established in 1975 that sits on a 60-acre campus in Richmond, Virginia. The Westminster Canterbury community offers a vibrant lifestyle, engaging activities, and exceptional services and amenities and brings together cultural opportunities, generous-spirited people, and carefree living options. Westminster Canterbury Richmond is also home to an onsite Child Development Center that offers intergenerational programming between residents and the children that attend the center daily.

The Vice President Resource Development has responsibility for leading and expanding the organization's fundraising, playing a critical role in all issues related to philanthropy. The duties include solicitation of contributions individually and through its volunteers; the establishment of and compliance within the organization's fundraising and philanthropic principles, policies, and procedures; and leading and planning special events to build upon philanthropic support of the organization's mission. The Vice President Resource Development oversees annual capital and operating budget preparation and monitoring for the division. The Vice President Resource Development develops and maintains positive relationships with the Board of Trustees of the Corporate and Foundation Boards, residents, current donors, and prospective donors to gain financial support from the internal and external communities.

### **Position Responsibilities are in Five Main Areas:**

- 1. Fundraising**—Provide oversight over all the organization's fundraising activities.
- 2. Financial Management**-Develop and oversee budgets and use of donated funds and endowments.
- 3. Board Relations**-Develop and maintain positive relationships with the Westminster Canterbury boards, both Westminster Canterbury Corporate and Westminster Canterbury Foundation. Manage the work of the Foundation Board.
- 4. Operational/Administrative Management**-Oversee administration of Division operations and Foundation staff.

5. **Strategic Planning**-work collaboratively and constructively with the Westminster Canterbury Foundation Board in planning for the future of the Foundation; ensure meeting strategic objectives of the current Strategic Plan.

**Qualifications include:**

- **Education and Experience Required:** Bachelor's Degree in business, administration or related field or liberal arts degree; Seven or more years of nonprofit development and management experience
- **Desired additional Education and Experience:** Master's Degree in business administration or related field or liberal arts degree; CFRE Credential and experience in a Continuing Care Requirement Community (CCRC)

**Required Knowledge, Skills, and Ability:**

- Knowledge of the principles, methods and techniques used in fundraising and development, including ability to solicit and close future gifts and market programs and ideas persuasively
- Specialized knowledge of planning, giving and major gifts
- Extensive knowledge of major campaign planning, development, and execution
- Strong background in legal issues related to gifting and foundation activities
- Ability to speak effectively and persuasively to large or small groups, including nonprofit boards
- Ability to cultivate personal relationships with individuals, particularly older adults
- Ability to interact and deal tactfully with staff, residents, family members, volunteers, visitors, government agencies/personnel, news media and public
- Ability to write, interpret, communicate, and implement policies, procedures, regulations, financial records, reports, etc. to all constituencies
- Ability to plan, organize, develop, implement, and interpret programs, goals, objectives, policies, and procedures, etc. necessary to provide quality services and maintain sound business operations
- Demonstrated competency in financial management, leadership in an interdisciplinary environment and systems-thinking
- Strong written and verbal communication skills
- Working knowledge of Microsoft Office programs
- Experience with a fundraising database, including reporting and analysis
- Some weekend and evening work will be required, serving on a rotating basis as the Weekend/Holiday Manager on Duty

**Salary:** \$145,000 - \$175,000 base salary, commensurate with experience, and additional performance-based incentive.

Final posting 12/29/22

**Benefits:** Competitive benefits package offered including Health, Dental and Life Insurance; employer paid group short-term and long-term disability insurance with additional individual disability insurance; 403(b) retirement savings plans with company match; flexible spending account (FSA) or health savings account (HAS); Paid time off; Wellness programs including Employee Assistance Program and other benefits.

**Equal Employment Opportunity:** Westminster Canterbury is an Equal Opportunity Employer. We celebrate diversity and are committed to fostering an inclusive environment for all employees.

**Applicants should apply directly to: Amy Nisenson Consulting at [amy.nisenson@gmail.com](mailto:amy.nisenson@gmail.com)**

**Applications will be accepted until Friday, January 27, 2023 at 5:00 pm. Please direct questions to Amy Nisenson at (804) 307-4653.**