



Vice-President of Philanthropy

Reports to: CEO

Status: Full-Time Position

About Valerie's House:

Valerie's House is a non-profit organization based in Fort Myers, Florida with satellite locations in Naples, Charlotte County, and Pensacola. The organization is a special place for children and families to connect with one another and learn the tools to heal after they have experienced the death of someone they love. With peer support groups, mentoring, and family support, the mission is to help children and families work through the loss of a loved one together and go on to live fulfilling lives. Our vision is that no child will grieve alone. For more information, go to www.valeriesthouse.org

Summary:

The Vice-President of Philanthropy (VPPP) will oversee fundraising and donor communications for Valerie's House. The VPP will develop relationships for major gifts (greater than \$10,000), and lead the efforts for a new Valerie's House facility in Collier County . This position manages the donor relationship through the donor cycle, which involves identifying, researching, cultivating, soliciting, and stewarding individuals, businesses, and organizations.

The VPP must have a passion and an understanding of the impact of bereavement on children, teenagers and adults and be able to communicate that passion to persons he/she comes across.

Areas of Responsibility and Essential Duties:

- Creates and executes a strategy for a large, sustained base of annual donors, including identification, cultivation, solicitation, and stewardship of those who are identified as interested in and or caring about the Valerie's House mission.
- Creates and builds strong, lasting relationships with current and new donors, gaining trust and genuinely sharing the needs of the Valerie's House mission.
- Self-motivated and works independently, sets up various meeting and tours with prospects while making introductions with CEO to share story and passion for Valerie's House.
- Prepares for and makes the ask for financial gifts, security solid funding to help the children and families of Valerie's House.

- Works with team as a public representation of Valerie's House at various events, meetings and other high-profile engagements deemed beneficial for VH to be in attendance.
- Works with Board of Directors to create a vision and goal for the 2024 Valerie's House Collier County Capital Campaign.
- Establishes and helps secure Valerie's House endowment, laying foundation for Valerie's House for future generations.
- Works with Communications Coordinator to oversee donor communication including thank you letters, bi-monthly eblasts, direct mail pieces, fundraising marketing material and other communication tools to keep donors engaged and abreast of VH happenings.
- Helps develop strategy to communicate with donors who are interested in making Valerie's House a part of their will/estate.
- Incorporates Annual End of Year Giving Ask via phone calls, eblast and or mail.
- In coordination with the CEO, act as a spokesperson for the agency to the media and others in the community, articulate the Valerie's House mission and program offerings, works with PR firm to send out press releases when needed.

Requirements:

A Bachelor's degree is required. A proven track record with a minimum of five years' experience in successful fundraising with measurable results is required. Flexibility in schedule to work evenings and weekends is required. An understanding of the impact of bereavement on children, teenagers and adults is preferred. Must be able to use the computer to create professional documents and reports using current word processing and report building software. Must be able to learn new computer programs and utilize these programs to support VH administrative and program needs. Must have a valid Florida Driver's License and a personal vehicle for work related travel. Must have the ability to travel extensively throughout Southwest Florida. Must be able to lift up to 5lbs of program supplies and office related materials.

Competitive salary including health and retirement benefits. Relocation package available. Interested applicants please email resume with salary requirements and at least three references to angela@valerieshouse.org.