



**Job Title: VP Of Development, ShelterBox USA**

**Reports to: President of ShelterBox USA**

**Classification: Full-time, Exempt**

**Salary: \$150 - \$175K annually, commensurate with experience**

### **About the Organization**

ShelterBox is a leading global nonprofit organization whose mission is to deliver humanitarian aid in the form of shelter and lifesaving supplies to people who are displaced by disaster or conflict situations.

Our vision is of a world in which all people displaced by disasters and humanitarian crises are rapidly provided with emergency shelter. Our work makes ShelterBox USA a unique, exciting, and meaningful place to work.

We are a fast-paced, high-performance team that is ambitious in our pursuits, passionate about our mission, and creative in our execution. We encourage professional development by exposing team members to all aspects of our organization. We're looking for qualified professionals who are innovative, align with our values, and who are passionate about helping people in need and inspiring others.

### **Job Summary**

The VP of Development is responsible for securing the resources needed to support ShelterBox's mission and vision. This includes leading and managing fundraising efforts, developing and implementing resource mobilization strategies, and cultivating relationships with donors and partners. The VP will also lead emergency response fundraising efforts for the entire ShelterBox USA organization. The goal is to substantially increase our revenue for scale, impact, and long-term sustainability. It is a key position expected to grow and steward a portfolio of supporters. The position is expected to be an active leader in fundraising, including supporting the cultivation and development of leadership gifts. We are looking for an experienced fundraiser with a proven track record of successful major gift solicitation to expand our development success with an emphasis on major gifts and lead our existing development team and organization to the next level.

Under the general supervision of the President of ShelterBox USA, the VP will be responsible for creating and executing the Individual Giving Plan, including the retention, cultivation, and stewardship of Individual Donors (Major/mid/Annual). The position will work with the COO, who manages the fundraising operations and database infrastructure, and with the Director of Marketing, who develops the strategy for annual giving.



## Scope of Work

**The VP of Development will be an ambitious, entrepreneurial, and highly motivated professional who excels at supporting a high-functioning team, frontline relationship building, and crafting and executing successful strategies to cultivate, steward donors and prospects with the capacity to give. The ideal candidate will bring extensive experience in cultivating and upgrading individuals in giving 5- and 6- figure gifts, donor retention, and regional development.**

1. Strategic Organizational Direction. Representation and Leadership (20%)
    - a. Working with the President and Directors, help set the strategic fundraising direction of ShelterBox USA, including overseeing Major Giving resource mobilization.
    - b. Support collaboration across the team to help the organization achieve revenue goals. Work alongside our global partners to achieve scale and impact.
  2. Resource Mobilization (75%)
    - a. Lead the design and execution of the resource mobilization plan to acquire individual gifts to SBUSA (Major, Mid, Annual).
    - b. Securing Major Gifts, managing a portfolio of donors.
    - c. Manage Donor Relations to ensure best-in-class cultivation and retention.
    - d. Provide oversight to Major Gift Officer, Rotary Relations Manager, and Ambassador/Volunteer Manager.
    - e. Work alongside the COO and the Data Team for the collection of accurate data and timely reporting.
    - f. Researching, identifying, vetting, writing, and submitting high-quality proposals for funding and reporting back to donors.
  3. Emergency Response (5%)
    - a. Development of Emergency Fundraising Plan to quickly raise awareness with donors and external audiences.
    - b. In times of complex humanitarian emergencies, execute the emergency fundraising plan to raise funds to address needs in emergency situations.
- Work closely with the President to ensure a diverse and robust national funding pipeline which feeds into a healthy, growing annual revenue target. Achieves a strong proposal win rate of secured major gifts that will allow the organization to achieve our humanitarian mission with impact and confidence.
  - Ensure ShelterBox USA reaches its annual revenue goals.
  - Oversee and manage overall revenue and respective fundraisers for:
    - Individual Donors- Major/Mid/Annuals
    - Rotary
    - Corporations



- Ambassador Fundraising
  - Special Gifts and Legacy Giving
- Lead Emergency Response Fundraising.
- Maintain and ensure the accuracy and integrity of donor records.
- Work collaboratively with the Marketing/Communications Team, who design all print and digital campaigns, including Annual Giving Campaigns.
- Plan and evaluate fundraising campaigns and activities.
- Managing the organization's budget and fundraising income programs.
- Identifying and stewarding prospective major donors.
- Recruiting and training fundraising staff and volunteer leaders.
- Staying on top of fundraising trends and the nonprofit community.
- Communicating with donors and staff via email, phone, or social media.
- Answering donor and staff inquiries in a timely fashion.
- Using prospect research tools and your donor database to build donor relationships.
- Creating solicitation materials for the fundraising team.
- Utilize Raisers Edge for donor record updates and reporting.

**Minimum Requirements:**

- Minimum 10 years of Fundraising experience- building and leading fundraising teams, developing fundraising strategies, and major donor stewardship.
- Able to maintain a high level of confidentiality.
- Able to juggle multiple tasks and shift priorities as needed.
- Effective communication and interpersonal skills.
- An interest in the humanitarian industry is strongly preferred.
- Flexibility to travel up to 25%.

**Supervision**

- Manage, support, and develop a team of fundraisers and fundraising operations staff.

**Work Environment**

- This role will be remote but may include a need to travel in person upon request.



- The role routinely uses standard office equipment such as computers, phones, copiers, and fax machines.

**Physical Requirements:**

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Employee must be able to work hours that are assigned by your manager.
- While performing the duties of this job, the employee is regularly required to sit for prolonged periods of time at a desk and working on a computer; use hands to handle, reach or feel. The employee is sometimes required to bend, lift and occasionally carry items up to 20 pounds.
- Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust and focus.
- Must be able to hear and speak effectively in English.
- Travel will be required as part of the this position.

ShelterBox USA provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, ShelterBox USA complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has remote employees. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

Note: Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job as they may change at any time with or without notice.