



GILDA'S CLUB SOUTH FLORIDA  
Vice President of Development/ Major Gifts

Supervisor: President & CEO  
FLSA Status: Exempt

The Gilda's Club South Florida mission is to ensure that all people impacted by cancer are empowered by knowledge, strengthened by action, and sustained by community. Gilda's Club was founded in memory of comedian Gilda Radner, whose dream was to develop a community where anyone with cancer would receive the kind of support she had found while living with the disease.

After becoming the second affiliate of the national Cancer Support Community, Gilda's Club South Florida opened its signature red doors in 1997. Founded by two families in memory of their daughters to provide that caring community in our local tri-county area, today, we are the largest provider of **free psychosocial cancer support** in South Florida. Annually serving more than 4,500 adults and children impacted by cancer, programming includes education, support groups, referral services, healthy living classes, as well as cancer prevention, transition and survivorship programs.

We are an affiliate of the Cancer Support Community, the largest network of cancer psychosocial support services. There are 49 affiliates in total, and we are licensed by Cancer Support Community.

### **The Culture**

Gilda's Club of South Florida is an organization of caring, educated and diverse individuals. We work hard to fulfill our mission and support each other in providing solutions for our members needs. Our collective talents allow us to rise to the top in our industry. We embrace the future by investing in each other. Community is stronger than cancer.

### **The Opportunity**

Gilda's Club South Florida (GCSF) is expanding, serving more cancer patients and their families, expanding service delivery and promoting health equity initiatives. As we embark on a capital campaign, the Vice President of Development is a critical member of the executive team, leading the development team and the major fundraiser of the organization.

The Vice President of Development will be responsible for supervising and leading the Development Team in all aspects of fundraising, marketing, volunteer management and resource acquisition. The VP of Development is responsible for identifying and qualifying prospects and donors, setting prospect strategies, leading cultivations, securing major gifts through solicitation, and continued stewardship of donors. Responsible for maintaining a portfolio of individual prospects/donors which includes obtaining new donors, managing existing donor relationships, and ensuring maximum donor retention and growth in giving. Maintains an active pool of viable prospects and focuses on securing gifts of \$20,000 or greater.

This position requires demonstrated leadership with major gift donors, volunteers, executives, board members, and staff. The VP supervises the Director of Development whose focus is corporate and major gifts under \$20,000 and the Director of Marketing & Events.

### Essential Functions

1. Serves as senior member of GCSF's executive team to help develop effective and resonant policies, actively participate in decision making and educate senior management and board members about fundraising philosophies and practices.
2. Develops and executes strategies for solicitation of major/capital campaign gifts, including: determining ongoing relationships with prospect/donor; recommending specific purpose and level of gift; identifying those to be involved in cultivation and subsequent solicitation; assuring that solicitations are carried out.
3. Develops annual and long-term fundraising team plans, goals and development strategies based on current giving and organizational objectives.
4. Responsible for meeting the team's annual fund-raising goal and the capital campaign goal, donor visit goals, as well as, managing expenses as budgeted.
5. Externally develop and maintain relationships with targeted community stakeholders, Board of Directors, Event Committees, funders for the purpose of continuing their commitment and philanthropic support of GCSF, it's programs and the community.

6. Provide coaching and leadership to the Development team to effectively integrate all areas of fundraising such as annual giving campaign, special events, planned giving, giving from corporations, foundations, and organizations, stewardship, prospect research and communication. Maintain open communications with other foundation leadership to coordinate shared prospects and educate on similar strategies.
7. Builds the prospect portfolios for Development team and assign the individual responsibilities within the portfolios. Monitor the productivity of each member's portfolio.
8. Develops team member's understanding of all areas of development. Mentor/coach/train staff specifically regarding moves management. Ensure the team follows the standards of utilizing the donor database and donor files to maintain the consistency of all prospect/donor information.
9. Develops and implements processes for process documentation and improvement, and progress tracking. Works closely with other staff to insure effective coordination of effort with their programs and to continuously cultivate prospects and steward donors.
10. Co-ordinates an effective program for recognition, involvement and stewardship of major/capital campaign donors in coordination with the Development team.
11. Participates in all aspects of the gift cycle:
  - Initiates contacts with potential major/capital campaign donors
  - Develops appropriate cultivation strategies for them, including working with volunteers
  - Moves potential donors in an appropriate and timely fashion toward solicitation and closure
  - Makes solicitations when appropriate
  - Maintains stewardship contacts with donors

**Required Knowledge, Skills, & Abilities:**

- A. Demonstrated experience and understanding of development strategies and capital campaigns, particularly major gift development.
- B. Ability to independently organize and schedule appointments to assure that targets for the number of personal visits and/or personal contacts are met each month.
- C. Ability to communicate effectively as evidenced by clarity and conciseness of oral and written presentations.
- D. Ability to deal tactfully and effectively with others.
- E. Computer experience including Internet research, MS Word, Excel, and Power Point, Windows and relational database experience. Familiarity with marketing

software a plus.

Qualifications:

- Bachelor's degree from an accredited institution;
- 5+ years of capital campaign, major gift solicitation and fundraising experience with proven results;
- Supervisory experience required.
- Ability to work both independently without close oversight, but also a team player who will productively engage with others at varying levels of seniority within and outside Gilda's Club South Florida.
- Ability to see and understand the objectives of development and communications and integrate with major gifts program.
- Comply with the Association of Fundraising Professionals (AFP) Donor Bill of Rights and Code of Ethical Principles and Standards
- Available to work evenings and week-ends.
- High degree of initiative with strong project management and collaboration skills;
- Detail-oriented and organized;
- Excellent verbal and written communication skills
- Strong interpersonal skills
- Marketing experience a plus.

Please send cover letter and resume to [kimp@gildasclubsouthflorida.org](mailto:kimp@gildasclubsouthflorida.org)