



## Position Description

### Vice President, Fundraising Solutions

### Ashley|Rountree and Associates

#### **ABOUT**

As the region's leading provider of consulting services for nonprofit organizations, the mission of Ashley|Rountree and Associates is to assist nonprofit organizations in growing philanthropy and achieving self-sustainability to help the communities we serve become better places for all who live and work in them. The work we do is instilled in our values: collaboration, sustainable growth, allyship, impact and ethical practices.

The firm is currently comprised of five full-time positions and 29 consultants/contractors. Ashley|Rountree continues to grow and diversify its offerings to the nonprofit community locally, regionally, and nationally. The company has 5 divisions each with its own Vice President and many consultants who have direct nonprofit expertise: Capital Campaigns, Fundraising Solutions, Grants, Strategic Planning/Partnerships and Collaborations, and Searches. We are currently seeking a Vice President of Fundraising Solutions who will provide vision and dynamic leadership to carry out the mission of the division and lead the team.

#### **THE OPPORTUNITY**

Ashley|Rountree built its 19-year-old business around fund development and campaign planning, both areas that are foundational to our burgeoning business. Over the past decade, Ashley|Rountree has expanded into other areas broadening our scope of business. Even so, the root of a nonprofit lies in its strengths of its development process and that still is at the heart of our business.

The VP will lead all consulting projects that assist clients with their needs in comprehensive Fund Development Plans (Including Annual Giving, Major Gifts, Planned Giving), Governance, Database Management, and Special Events. The VP and team of consultants advise nonprofit staff and board leaders in the evaluation, planning, and execution of efforts to improve net fundraising results for our nonprofit clients. Areas of focus in the Fundraising Solutions Division will include offering client counsel in: Annual Giving, Major Gifts, Planned Giving, Sponsorships, Staffing, Volunteers, Database, Gift Accounting and Governance. The VP is responsible for recruiting, managing, and mentoring part-time / contractor consultants. The VP works with the President and COO to build and achieve an annual Division budget, goals and outcomes driven by oversight of client relationships, writing proposals and closing contracts with potential clients.

The VP also assists other A|R Division leaders as an occasional consultant assigned to teams on projects dealing with Campaign Planning, Planned Giving, Events, Staff Searches, Grants, Strategic Planning, and other areas, as needed.

Division of time between management and consulting is currently estimated at 50-50. As the division grows, management time could increase over consulting time.

The Vice President must take initiative and be able to handle multiple projects simultaneously. The successful candidate will lead the division team by assisting with sales lead calls, writing sales lead proposals, closing new business, assigning consultants to projects, overseeing quality control of client work, and communicating to the division team on a timely basis. The Vice President reports to the Chief Operating Officer.

## **CANDIDATE PROFILE**

Responsibilities include:

1. Daily management of a growing team of contractors.
2. In conjunction with President, COO or even at times solo, engagement in the sales cycle with potential clients on possible projects and assessing needs of potential clients.
3. Write client proposals and work with Ashley|Rountree team to get quality and winning proposals submitted on a timely basis.
4. Ongoing networking and recruitment of potential contractors, when needed.
5. Maintain excellent client relations with former and current clients.
6. Maintain excellent relationships locally and regionally.
7. Evaluates contractor effectiveness as a team.
8. Serves as a Senior Consultant on various client projects.

The Vice President, Fundraising Solutions will possess the following attributes and competencies:

## **PREFERRED QUALIFICATIONS/SKILLS AND ABILITIES**

- Bachelor's Degree or higher
- At least 10 years of experience in senior management in the nonprofit sector
- Strong understanding of the culture of nonprofit organizations
- Progressive management style
- Discrete, compassionate counsel to staff, volunteers and funders who earns trust and confidence
- Confident, proactive, and organized writer and planner who enjoys creating and presenting written plans
- A zeal for creative and timely problem-solving
- Thoughtful, active listener who seeks to understand before acting, and seeks to provide practical, relevant solutions to the problems presented by our clients
- Self-guided, independent worker who can intuit what colleagues and clients need to be successful
- A desire to help identify and recruit potential clients and help to grow our business
- Demonstrated experience as a volunteer for a nonprofit, preferably through service on a board of directors
- Timeliness and adherence to deadlines
- Excellent interpersonal relationship skills, such as
  - Verbal communication

- Openness
  - Negotiation skills
  - Decision making and problem-solving skills
  - Conflict resolution
  - Assertiveness
  - Positive attitude
  - Team-Builder
  - Empathy
  - Resiliency
- Ability to work some nights and weekends and to travel regionally as needed

## **COMPENSATION AND BENEFITS**

Ashley|Rountree and Associates offers a competitive salary and possible bonus structure commensurate with experience. Benefits include health insurance, employer-matched retirement plan, vacation and sick leave, professional development opportunities and more. Ashley|Rountree is an equal opportunity employer and encourages applications from people of color, persons with disabilities, women, and LGBTQ+ applicants.

## **CONTACT**

To apply for this position please submit a cover letter, resume and three references to [HR@ashleyrountree.com](mailto:HR@ashleyrountree.com). Please note Fundraising Solutions in subject line. For confidential questions or inquiries, contact Lisa Betson Resnik at [lresnik@ashleyrountree.com](mailto:lresnik@ashleyrountree.com). All inquiries will be kept strictly confidential.