

**BIRMINGHAM CIVIL RIGHTS INSTITUTE**  
**JOB DESCRIPTION**  
**1/22/2020**

JOB TITLE: Vice President of Development

REPORTS TO: President and CEO

JOB SUMMARY:

The Vice President (VP) of Development works with the President and CEO to develop and implement strategies to generate annual revenues to present and maintain excellent, high impact programs. The VP manages and directs all of the Institute's programs for philanthropic resource development and manages and directs related marketing and sponsorship programs.

RESPONSIBILITIES:

- Develops and recommends strategic plan for Development Department.
- Manages all aspects of the Institute's fund raising activities. Responsibilities include implementing and supervising fund development programs for annual gifts; capital gifts; major gifts; memberships; fund raising for special events; grants; and planned and endowment giving.
- Provides direct supervision to other fundraising staff, including the Development Coordinator, Grants Writers and other fund raising staff.
- Provides direct supervision for Communications and Public Relations staff; Responsibilities include preparation of the annual report.
- Creates, recommends and manages the budgets for all programs and events of development and maintains strict fiscal controls over departmental expenditures.
- Prepares proposals for major and planned gift opportunities.
- Provides initiative and coordination for gift or sponsorship opportunities for the Institute
- Support the Development Committee of the Institute's Board in steering fund-raising effort, developing a network of donors and prospects and in making solicitations as appropriate and in utilizing other Board members whenever possible.

This position description should not be interpreted as all-inclusive. It is intended to identify the major responsibilities and requirements of this job. The incumbent may be requested to perform job-related responsibilities and tasks other than those stated in this description.

Please send letter of interest and resume to [cwells@bcri.org](mailto:cwells@bcri.org) by March 31, 2020.