



**Job Title:** Vice President of Organizational Development  
**Reports to:** President & CEO

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Birmingham, Alabama 35203  
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The Birmingham Civil Rights Institute (BCRI), founded in 1992 and inspired by Rev. Fred L. Shuttlesworth, a bold, charismatic minister who used his pulpit to forcefully protest Jim Crow segregation despite three dynamite attacks on his church. BCRI is an educational, cultural and research center that promotes a comprehensive understanding for the significance of the Civil Rights Movement in Birmingham. BCRI is part of the Birmingham Civil Rights National Monument established on January 12, 2017 by former President Barack Obama. BCRI's mission is to interpret the past realistically, promote understanding of the present and foster racial equality and civil and human rights for present and future generations.

BCRI is an Equal Opportunity Employer. The Institute does not discriminate because of age, sex, religion, race, color, creed, national origin, alienage or citizenship, sexual orientation or any other factor prohibited by law. The Institute hires and promotes individuals solely on the basis of their qualifications for the job to be filled. The Institute encourages all qualified candidates to apply for vacant positions at all levels. This description shall not be construed as a contract for a specific period of employment.

### **Overview**

This position leads BCRI's organizational development efforts. This includes:

- Ensuring the development and maintenance of a culture of organizational excellence in a rapidly changing environment
- Setting and meeting aggressive annual fundraising goals, in partnership with the ED/CEO and board of directors, to secure financial support from foundations, corporations, individuals, and government funding sources
- Managing external-facing communication efforts in order to present BCRI in a positive light

### **Education and Related Work Experience**

- Bachelor's degree from an accredited institution (preferred)
- 10-plus years of professional experience in non-profit fundraising, including demonstrated success in a fundraising function
- Demonstrated success in grant proposal writing
- Advanced Microsoft Office (Outlook, Word, Excel, and Power Point) skills

### **Standard Skills and Qualifications**

- Forward looking thinker who actively seeks opportunities and proposes systemic solutions
- Strong supervisory and management skills
- Expert level written and verbal communication skills
- Proven ability to handle confidential information with discretion, adaptable to various competing demands, and demonstrate the highest Level of customer service and response
- Strong organizational skills that reflect ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail
- Ability to work both independently without close oversight and also be a team player who will productively engage with others at varying levels of seniority within and outside BCRI
- High energy and passion for BCRI's mission is essential

## **Objectives**

- Identify, develop, mentor, and manage all staff within Development Unit
- In partnership with the ED/CEO and the BCRI Board, develop a Strategic Development Plan
- Collaborate with the Chief Operating Officer (COO) to develop and implement BCRI's financial strategy
- Actively work with the ED and Executive staff to develop and implement a comprehensive development strategy that includes but is not limited to individual gifts, legacy gifts, estate gifts, corporate, foundation, and government grants, and events
- Work with ED/CEO to develop and execute Capital Campaign
- Have primary responsibility for development and execution of all proposals, including monitoring the writing, archiving, and evaluation of all funded proposals with an eye towards the maintenance of long-term relationships with funders
- Oversee research funding sources and trends, with foresight. to help position BCRI ahead of major funding changes or trends
- Develop and implement a stewardship program aimed at cultivating deeper ties with donors
- Monitor and report regularly on the progress of the development program Develop annual budget for Education and Training Unit

## **Responsibilities**

- Monitor all donor information and databases; provide and present statistical analysis to the board and senior leaders
- Support and partner with the ED/CEO to train and organize board members

## **Application Instructions**

Please submit resume and cover letter to [hr@bcri.org](mailto:hr@bcri.org).

***About BCRI:** The Birmingham Civil Rights Institute is a cultural and educational research center that promotes a comprehensive understanding for the significance of The Civil Rights Movement in Birmingham. For nearly three decades, we have enlightened each generation about civil and human rights. A part of the Birmingham Civil Rights National Monument and an affiliate of the Smithsonian Institution, we stand strong as the cornerstone of the civil rights story, a living memorial with an ongoing mission.*

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