



BIRMINGHAM CIVIL RIGHTS INSTITUTE

The Birmingham Civil Rights Institute (BCRI), founded in 1992 was inspired by Rev. Fred L. Shuttlesworth. BCRI is an educational, cultural, and research center that promotes a comprehensive understanding for the significance of the Civil Rights Movement in Birmingham, Alabama. BCRI is a 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.

Position: Vice President of Development

Reports to: CEO/President

FLSA Exemption Status: Exempt

Work Hours: 9am-5:30pm M-F

Position Overview:

The VP of Development is responsible for BCRI's annual fundraising, stewardship, and capital campaign 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 CEO/President 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
- Creating and maintaining a portfolio of major donors and prospects
- Responsible for growing and managing relationship within the Birmingham community and abroad

Position Objectives:

- Identify, develop, mentor, and manage all staff within Development Unit
- Collaborate with the VP of Finance and Operations to develop and implement BCRI's financial strategy
- Actively work with CEO/President 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 CEO/President 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
- Maintain all donor information:
- Provide reports and present statistical analysis to show progress of fundraising efforts to Executive Staff and Board of Directors
- Monitor and report regularly on the progress of the development program

Position Qualifications:

- Bachelor's degree from an accredited institution
- 10 plus years of professional experience in non-profit fundraising, including demonstrated success in all areas of capital development including major gifts, annual giving, corporate and foundation giving, and capital campaigns
- Demonstrated success in grant proposal writing
- Experience with a nonprofit entity, cultural or educational institution in preference in the area of museum capital development
- Excellent written and verbal communication skills
- Strong supervisory and management skills
- Forward looking thinker who actively seeks opportunities and proposes systemic solutions
- Proven ability to handle confidential information with discretion, be adaptable to various competing demands, and demonstrate the highest level of customer service
- Strong organizational skills that reflect ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail
- Ability to work independently without close oversight and also be a team player who will productively engage with others at varying levels of seniority within and outside of BCRI
- High energy and passion for BCRI's mission is essential
- Advanced Microsoft Office (Outlook, Word, Excel, and Power Point) skills

Salary Range:

\$70,000-\$80,000 / year plus benefits package

Physical Job Requirements:

While performing this job the employee will be required to sit (80%), stand and walk (20%). Will be required to lift up to 20 pounds occasionally. Will be required to do close work with a computer monitor and perform repetitive hand movements.

This job description is to ensure that essential job functions and basic duties have been included. This is not intended to be construed as an exhaustive list of all functions, responsibilities, skills or abilities.

