

Job Title:	Vice President of Advancement & Communications	Approved Date: 5.30.17 <input checked="" type="checkbox"/> New <input type="checkbox"/> Revised
General Position Information: This specific job description covers the basics functions, qualifications, requirements, working conditions and skills necessary, but not limited to for successful fulfillment of this position in accordance to the standards of the company.		
DOL Overtime Status: Exempt Employment: Full-time Workers Comp Code: EEOC Class: Professional	Pay Type: Salaried Base Pay Level 8: \$52,500-\$62,500 Benefit Class: Eligible	Location: RCS Administration Department: Advancement & Communication Reports to: President/CEO Supervises: Advancement Department/Team
Position Summary: <p>Under the direction of the Chief Executive Officer, the Vice President of Advancement & Communications is responsible for leading advancement and communications functions throughout the RCS service area and is accountable for developing and implementing overall fundraising and communications strategy, establishing consistency in messaging throughout the organization, integrating internal & external communication strategies. The VP of Advancement & Communications is responsible for developing RCS fundraising strategies and initiatives and providing leadership and direction to program branch management, financial development staff, boards and volunteers through the annual campaign, capital campaigns, foundation alliances, corporate partnerships, grant acquisitions and deferred gift programs. This position is responsible for developing, executing, managing and monitoring a coordinated philanthropic resource program throughout the organization and integrating the development efforts of new staff and volunteers into RCS. It is critical that the incumbent understand RCS operational goals and be able to demonstrate past achievement in aligning financial development goals with operational and membership outcomes. The position provides day-to-day leadership and direction in brand management, public relations, special event management, interactive and creative design and production, media relations, community relations and member relationship management.</p>		
Job Specifications/Qualifications: (Min. knowledge, skills, and abilities required)		
- Education/Training/Experience: <input type="checkbox"/> H.S. Degree <input checked="" type="checkbox"/> College Degree* <input type="checkbox"/> Certification/License*		
<ul style="list-style-type: none"> - Bachelor's degree in nonprofit management, marketing, public relations, communications, journalism, English or related field required. - Minimum 4-7 years proven experience in a development/communications leadership role within a dynamic, fast paced environment essential. Experience serving in progressively responsible positions in philanthropy, leading successful capital and annual campaigns using fundamental methods of nonprofit fundraising. - Budget management experience required. - Ability to interface at all levels of the organization and with media, corporate partners and community and government entities. - Experience directing coordinated strategies and approaches within a complex organization. Must possess exceptional interpersonal and communication skills and exhibit the ability to lead through influence. - Microsoft Publisher, MS Office Products (Word, Excel), Raisers Edge software (or equivalents). 		
- Leadership: <ul style="list-style-type: none"> - Collaborate with the CEO, VP(s), Executive Directors, and Program Directors and develop and implement detailed development/communication strategies aligned with organization objectives of growing and retaining membership, developing quality programs and developing financial resources. - Actively participate in the strategic planning of and messaging for all initiatives, issues, plans and ventures. - Identify, direct and develop a multi-disciplined team of development professionals. - Develop and manage overall development and media communications budget. - Oversee implementation of all development media communications plans ensuring effective integration of all relevant disciplines including advertising, direct solicitation, interactive, sales, business development promotion, public relations, web design and content, intranet design and content. Combine these elements to cultivate awareness, provide clarity, consistency, and maximum communication impact with target audiences and within budget. - Lead the coordination of all RCS sponsored special events including, but not limited to: Charity Tournaments, Annual Gala, ribbon cuttings and ground breakings, etc. 		
- Knowledge, Attitude, Skills and Habits: <ul style="list-style-type: none"> - Superior communication skills (verbal and written) 		

- High degree of discretion and independent judgment
- Ability to be resourceful, skillful and diplomatic in crisis situations
- Excellent research and summation skills
- Excellent facilitation and 'ambassador' skills to manage sensitive communications
- Excellent public speaking skills
- Excellent relationship skills

Physical Requirements and Working Conditions:

The physical demands described here are representative of those that must be met by an employee to successfully perform the *essential functions of this job*. Reasonable accommodations that do not cause an undue hardship on the company may be made to enable individuals with disabilities to perform the essential functions, as long as that would not hinder or prevent performance of duties, or be of a safety concern.

Key to denote % of time requirements necessary to perform essential functions of this job.

0% = Zero (O) 1-35% = Little (L) 36-70% = Moderate (M) 71-100% = Great (G)

- Physical Requirements: ☐ **Light:** Lifting 0-10 lbs. ☒ **Moderate:** Lifting 0-25 lbs. ☐ **Heavy:** Lifting 25+ lbs.

L - Bending/stooping	M - Standing	M - Lifting	G -Color / Depth perception
L - Reaching above/below the waist	L - Kneeling	L -Taste/Smell	G -Fine hand & finger movements
L - Pushing/pulling movements	G - Sitting	G -Typing	L -Operate motor vehicle
L - Climbing stairs / ladders	M - Walking		L -Operate various equipment

- Working Conditions and Schedules:

G - Interacting with co-workers, vendors, and customers.

O - Exposed at times to fumes or airborne particles, toxic or caustic chemicals, extreme heat, risk of electrical shock, and vibration.

L - Exposed to various noise levels (L= private office, M= showroom/service area, G= jackhammer/metal works/heavy equipment)

G - Office machines, phones, fax, computers, postage meter, etc.

Working environment: semi-private office

M - Available to work nights, weekends and holidays.

- Necessary traits for this position: ☒ Seeing ☒ Hearing ☒ Talking* ☒ Reading* ☒ Writing*

☐ Basic comprehension of English language using the traits* marked above for purposes of safety, management direction and job responsibility, and minimal third party interaction.

☒ Proficiency of the traits* marked above in the following languages for business letters, memos, customer interaction, presentations, demonstrations, employee direction, audits, etc: ☒English ☐Spanish ☐French ☐Other _____

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Job Functions, Unique Duties and Responsibilities:

Other duties may be assigned but essential functions include but are not limited to the following:

General:

1. Follow the administrative guidelines and policies established by RCS.
2. Maintain a community image consistent with the RCS mission.
3. Engage in a relationship with the Executive Management Team which is mutually beneficial, fosters teamwork, and advances the mission of RCS.
4. Adhere to the organization's nondiscrimination and harassment policies and report any issues to the CEO immediately.
5. Participate actively in management team of RCS.
6. Exercise due care and stewardship of resources which are given to RCS including equipment, food, money, volunteer and staff time.

Fundraising:

1. Effectively implement a strategic development plan by building systems and procedures designed to maximize private fundraising revenues.
2. Recruit and develop key individuals possessing the talent, experience and qualifications required to meet established development goals.
3. Identify, cultivate, solicit and steward donors and prospects in collaboration with the CEO and the Board Development Committee.
4. Organize and manage planned giving, annual fund and major gift programs focusing on current donors, volunteers and congregations.
5. Expand donor base to include new individual donors, congregations and corporate supporters.
6. Manage development operations including, but not limited to, budget, gift processing, database management, donor recognition and acknowledgements.

Communications:

1. Manage all fundraising communications directly related to gifts, campaigns, etc.
2. Manage all fundraising communications related to fundraising events including invitations and publicity.
3. Assist in the development of newsletters, brochures, web-site, annual report and other marketing materials, adapting messages to the giving audience.
4. Continue the development of press releases, communication tools, and relationships to maximize the positive exposure of the organization using various media.
5. Ensure that advocacy initiatives are integrated into all fundraising events and marketing communications.
6. Speak publicly and provide presentations for congregations, civic organizations and community forums.

Community Relations:

1. Actively participate in community networking with civic organizations, congregations, fundraising/planned giving councils, etc.
2. Oversee the production of an annual volunteer appreciation event and other awareness events as needed.
3. Maintain public relations contacts and cultivate public relations relationships.

Professional Development:

1. Continue professional development activities needed to maintain appropriate certification.
2. Assist in providing for the professional development of board, staff, and volunteers with regard to fundraising, as appropriate.

Supervision:

1. Provide guidance and supervision to RCS Advancement Department Directors.
2. Provide support and guidance to various RCS volunteers, as appropriate.

Other:

1. Other duties as assigned by the President & CEO.

I have read and understand the above job description. I attest that I can work in these conditions, I am able to perform the job functions, and can fulfill the basic requirements/duties, to include any other reasonable requests that are asked of me. I will immediately notify my Supervisor if I am unable to comply with this job description for any reason.

Signature _____ Date _____

APPLICATION FOR EMPLOYMENT

An Equal Opportunity Employer
(Valid for only 90 days)

The Company reviews applications and employs persons without regard to race, creed, color, gender, religion, age, national origin, physical or mental disability, marital status, veterans' status, citizenship status or any other category protected by local, state or federal law. In addition, the company makes reasonable accommodation to the needs of disabled applicants and employees, so long as this does not create an undue hardship on the Company or threaten the health or safety of others at work. If you need assistance in completing this application let us know and we will provide assistance. The receipt of this application does not mean that job openings exist at our Company and does not obligate the Company in any way. We appreciate your interest in our Company

Please answer all questions. Resumes are not accepted in lieu of completion of this application. Note: This application was designed to use with several types of job positions. Some questions may not be completely applicable to the job position you are seeking; however, we ask that you answer all questions.

Last Name (Please Print) Date	First	Middle	Social Security Number
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Present Address: Street Number	City/State	Zip Code	Telephone
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Do you have the legal right to work in this country? ☐ Yes ☐ No

Have you ever been convicted of a crime other than a minor traffic violation? ☐ Yes ☐ No If **Yes**, give dates and explain. (attach separate paper if necessary.) A conviction will not necessarily disqualify you from employment.

Are you over 18 years of age? ☐ Yes ☐ No Position applying for: _____

EDUCATIONAL DATA

School	Print Name, Number and Street, City, State and Zip Code for each School	No. of Yrs. Completed	Degree	Major Course of Study
High School				
—				
College				
Other				

Other skills: List other job-related skills or qualifications that support your application. _____

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Honors Received: _____

In order to permit a check of your work and educational records, should we be made aware of any change of name or assumed name that you previously used? ☐ Yes ☐ No If **Yes**, identify names and relevant dates: _____

Have you had prior educational experience which relates to the job for which you are applying? ☐ Yes ☐ No

If **Yes**, describe: _____

Are you a veteran of the U.S. Military Service? ☐ Yes ☐ No If **Yes**, what branch of Service? _____

If **Yes**, beginning date and ending date of active duty: From: _____ To: _____

Yr./Mo.

Yr./Mo.

Date of Discharge from Military Service: _____

EMPLOYMENT EXPERIENCE:

ALL FORMER JOBS (List most recent job first.) Account for all time periods including **unemployment, self-employment** and **military service**. (Attach separate paper(s), if necessary.)

Employer	Dates Employed (From/To)	Immediate Supervisor
Address		
Job Title	Hourly Rate/Salary (Starting/Final)	Telephone No.
Work Performed		
Reason for Leaving		

Employer	Dates Employed (From/To)	Immediate Supervisor
Address		
Job Title	Hourly Rate/Salary (Starting/Final)	Telephone No.
Work Performed		
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Job Title	Hourly Rate/Salary (Starting/Final)	Telephone No.
Work Performed		
Reason for Leaving		

Have you ever been dismissed or forced to resign from any employment? ☐ Yes ☐ No If **Yes**, please explain.

Are you now employed? ☐ Yes ☐ No Are you on a layoff? ☐ Yes ☐ No Are you subject to recall? ☐ Yes ☐ No

May we contact your present employer? ☐ Yes ☐ No Previous Employers? ☐ Yes ☐ No

Please identify any exceptions and reasons for not contacting prior employers: _____

Are there any hours, shifts or days you will not or cannot work? ☐ Yes ☐ No If **Yes**, explain: _____

Do you have transportation to work? ☐ Yes ☐ No

Will you work overtime if asked? ☐ Yes ☐ No

Do you have any friends or relatives who work here? ☐ Yes ☐ No

Name _____ Relationship _____

Name _____ Relationship _____

CHARACTER REFERENCES

List three persons **not related to you**, whom you have known at least one year:

	NAME	ADDRESS AND TELEPHONE	OCCUPATION
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____

List below any other information or remarks that you wish to have considered as a part of your application for employment:

Have you filed an application here before? ☐ Yes ☐ No If **Yes**, give date: _____

Have you ever been employed here before? ☐ Yes ☐ No If **Yes**, give dates: _____

NOTICE TO APPLICANTS: This employer complies with the Americans With Disabilities Act of 1990. During the interview process, you may be asked questions concerning your ability to perform job-related functions. If you are given a conditional offer of employment, you may be required to complete a post-job offer medical history questionnaire and/or undergo a medical examination. If required, all entering employees in the same job category will be subject to the same medical questionnaire and/or examination and all information will be kept confidential and in separate files.

APPLICANT'S STATEMENT

I certify that the answers given herein are true and complete to the best of my knowledge. I authorize the investigation of all matters contained in this application and hereby give the Employer permission to contact schools, previous employers, references, and others, and hereby release the Employer from any liability as a result of such contact. I understand that misrepresentations, omissions of facts or incomplete information requested in this application may remove me from further consideration for employment. In addition, if employed, any misrepresentations or omissions of facts called for in this application will be cause for dismissal at any time without any previous notice.

Applicants accepted for employment should clearly understand that while we make every effort to provide steady, continuous work, we have no employment contracts, and we cannot guarantee the permanence of any position. Job tenure can be affected by many factors including business/economic conditions, changes in laws or Employer policies, conformity to our work rules, job performance, etc. And of course, employees may elect to leave on their own accord to seek other jobs.

I understand that my employment with the Employer is for no specific term and may be terminated by me or the Employer with or without notice or cause at any time. I further understand that no oral promise, Employer policy, custom, business practice or other procedure (including the Employer's Personnel Handbook or any personnel manuals) constitutes an employment contract or modification of the at-will employment relationship between me and the Employer.

The contents of any employee handbook or personnel manuals, as well as other Employer policies and practices, are subject to change or modification by the Employer, solely at its discretion, without notice. I also understand that no supervisor or other official of the Employer (except its Chief Executive Officer, in writing) has the authority to enter into any agreement with me or to make any agreement contrary to the foregoing.

We conduct our business with the highest possible degree of safety and efficiency. Because of this, the Employer may require applicants for employment to undergo blood and/or urinalysis screening for drug or alcohol use as part of our pre-placement physical examination. In addition, all employees of the Employer are subject to blood tests or urinalysis screening for drug or alcohol use.

This application will remain active for ninety (90) days. Any applicant wishing to be considered for employment beyond ninety (90) days should reapply.

Signature _____
Date _____

This Employer is an equal employment opportunity employer. We adhere to a policy of making employment decisions without regard to race, color, age, sex, religion, national origin, disability or marital status. We assure you that your opportunity for employment with this Employer depends solely upon your qualifications.
