



**TITLE:** VP of Philanthropy  
**DEPARTMENT:** Development  
**CLASSIFICATION:** Exempt  
**REPORTS TO:** Chief Development Officer

**QUALIFICATIONS:**

- Bachelor's degree required
- Minimum of five years of relevant experience with a demonstrated track record of securing high level institutional support.
- Candidate must demonstrate exceptional interpersonal, organizational, oral communication and written communication skills

**SUMMARY:**

The VP of Philanthropy will report to the Chief Development Officer and lead efforts to secure foundation and government support for the leading mentoring organization in the country.

**RESPONSIBILITIES:**

- Retain and grow existing portfolio of foundation and government partnerships; steward and solicit prospects to secure and grow new funding.
- Manage complete grant cycle process: write high quality grant applications and proposals including budgets and prepare other materials as needed: reports, letters of intent, program briefs, etc.; manage submission process and follow-up.
- Prospect research and identification:
  - Developing a regularly updated list of institutional funding prospects for circulation to the Board of Trustees for contact identification.
  - Tracking, developing strategies, preparing submissions and follow-up on all contacts resulting from the Board list.
- Acknowledgement and recognition of gifts.

- Supervises Grants Associate.
- Assist with other Development Department activities as assigned.

**REQUIREMENTS:**

- Superior writing and prospect research skills, with a proven track record of success
- Strong time-management skills and ability to work efficiently and effectively in a deadline-driven, fast-paced environment
- Knowledge of the New York City philanthropic community.
- Excellent computer skills: proficiency with Microsoft Word, Excel and PowerPoint is required; experience with Raiser's Edge database is preferred