



## **POSITION DESCRIPTION**

### **Vice President of Development**

Reports to: President and CEO

Position Status: Exempt

Supervises: Development Team

Effective Date: 9/27/2021

Other Key Relationships:

NKC Foundation Board

Executive Team and Clinical Leaders throughout the organization

Marketing and Communication Department

Donors and Volunteers

External Constituents including sponsors, community partners, industry associations, advocacy groups

Kidney Research Institute, including the Center for Dialysis Innovation

### **GENERAL SUMMARY**

Reporting to the CEO and President the Vice President of Development leads the philanthropy efforts at Northwest Kidney Centers and plays an integral role in ensuring the organization is developing strong relationships with donors, sponsors, community organizations and other agencies that are critical to meet annual philanthropic goals. Additionally, the Vice President will collaborate in a matrixed role with other leaders to ensure communication and marketing efforts are aligned around a common message at Northwest Kidney Centers. The Vice President leads their team and works cross-functionally with other departments and stakeholders to develop and implement an effective, efficient and innovative strategy for fundraising while embracing a culture based on transparency, performance-improvement, metrics, teamwork, and efficiency.

The Vice President serves as the lead and senior position within NKC to work with the Foundation Board, Executive Team and other leaders on a multi-faceted approach to reach goals including securing major gifts from individual donors, receiving grant funding from the State or other agencies and development / maintenance of community sponsors. Programs supported may include dialysis operations including charity care, medical research, clinical care programs and facilities, employee hardship endowment, community outreach and education, support for partnership programs, and outright and endowed support.

### **KEY RESPONSIBILITIES**

Philanthropy Strategy and Development

Assume overall responsibility and accountability for key functions related to the Development Department at Northwest Kidney Centers including:

- Development of overall strategy for Philanthropy including establishing and implementing a long-term vision for fund development in collaboration with the Foundation Board and NKC leadership.
- Establishment of annual fund development goals including identification of department priorities and tactical work plans to support goals.
- Identification and plan to pursue promising funding sources including foundations, company sponsors, grant opportunities and expanded vision of likely donors.
- Development of a strategic framework that aligns the Foundation's efforts and resources within key organizational priorities and utilizes the NKC mission, legacy and partnerships to broaden and strengthen philanthropic support.
- Awareness of innovation and trends within fundraising industry and adoption of best practices that apply to Northwest Kidney Centers.
- Promotion and development of key fundraising skills, acumen and comfort at appropriate levels of the organization.
- Courting and recruitment of Foundation Board members in collaboration with senior leadership.

### **Development Department Operations**

Manage key stakeholders, groups and departments including:

- Sustaining and building new long-term relationships based on trust and alignment of donor passion and goals with those of NKC.
- Leading the Development team including selection and management of outside vendor relationships that support donor cultivation and events.
- Staffing and Leading the NKC Foundation Board and related Committees.
- Working seamlessly with Marketing and Communications Department to stay "on brand" and promote activities / events.
- Partnering with NKC staff, Board Members, physicians, regional council members and volunteers to ensure overall success of the Development program.
- Designing and managing all fundraising activities including direct mail, memorials, appeals, campaigns and special events major gift development, planned of support and community awareness of NKC's mission.
- Preparing, reviewing and editing (in collaboration with other key departments) all materials needed to secure and steward gifts
- Managing a donor database and related systems for donor prospects that is accurate, complete and secure.
- Evaluating and reporting on efficacy of programs and progress towards short and long-term goals.

- Developing a comprehensive outreach and communication strategy that includes optimal use of all media options including social media platforms, video content, crowdsourcing vehicles, virtual events, etc.

## **JOB CONDITIONS**

1. Must be able to communicate effectively in English on the phone, in writing, and in person.
2. Must be able to use a computer keyboard, mouse, and pull down windows in an efficient manner. Must be able to demonstrate use of appropriate software after training.
3. Duties and responsibilities are performed in an Information Technology office environment and is not substantially exposed to adverse environmental conditions.
4. Physical activities require the ability to stoop, kneel, crouch, crawl, reach, sit, walk, push, pull, lift, use fingers to manipulate items, grasp, talk, hear, and repetitive motions of the wrists, hands, and fingers.
5. The physical requirements include the ability to lift/move objects weighing up to 50 pounds occasionally, and lift/move objects weighing up to 10 pounds frequently.

## **CUSTOMER SERVICE STANDARDS**

Staff is responsible for demonstrating good customer service and professionalism.

1. **CONSIDERATION:** Greet customers promptly; show courtesy; recognize customer's needs; respect privacy.
2. **CONCERN:** Listen to customers; express appreciation, be non-judgmental; take responsibility.
3. **CONFIDENCE:** Show a positive attitude; take personal initiative; inform; educate and reassure; provide prompt follow-up.
4. **CONDUCT:** Hold appropriate conversations; maintain a professional appearance; establish teamwork; show professional competency.

## **EDUCATION AND EXPERIENCE**

- Bachelor's degree in a related field; Masters preferred
- At least seven years of progressively responsible experience in development/philanthropy, with a proven track-record of fundraising success.
- Excellent written and oral communication skills with high fluency in video / virtual means of communication and fundraising.
- Results oriented and intrinsically motivated
- Innovative, creative and collaborative mindset that recognizes and seizes opportunities
- Team-oriented and comfortable with direct feedback
- Attraction to a culture based on engagement, transparency and accountability
- Lean and Efficient mindset
- Passion and Commitment to the Mission of NKC

**The above statements are intended to describe the general nature and level of work performed by people assigned to this classification. They are not to be considered as an exhaustive list of all job tasks performed by people so classified.**

**REVIEW AND APPROVAL**



---

President & Chief Executive Officer

9/27/2021

Date



---

Vice President of Human Resources  
& Chief HR Officer

9/27/2021

Date