



Create and support one-to-one mentoring relationships that ignite the power and promise of youth.

Position Title: Vice President of Development

Reports To: President/CEO

Position and Hours: This full-time, in-person position requires the individual to work 3 days in the office and allows 2 days of remote work during regular business hours. Fully remote or part-time work options are unavailable for this role.

FLSA: This position is Exempt from overtime pay provisions as provided by the Federal Fair Labor Standards Act (FLSA).

About The Organization:

For over 60 years, **Big Brothers Big Sisters of Central Arizona** has operated with the belief that every child has the potential to succeed and thrive. We are dedicated to creating meaningful, professionally supported matches between adult volunteers ("Bigs") and children ("Littles") aged 6 to 18 in Maricopa and Pinal Counties. These one-on-one relationships are designed to foster personal growth and self-confidence in young people, having a direct and lasting impact on their lives.

Position Summary:

The **Vice President of Development** (VP) will be the strategic leader for all fundraising and development efforts, pivotal in securing the resources necessary to fulfill our mission. The VP will oversee major gift fundraising, donor relations, events, and grant strategies while managing a small but highly competent development team.

Essential Responsibilities, Competencies & Behaviors:

- Responsible for designing and implementing a comprehensive development strategy to grow and diversify the organization's donor base, cultivate long-term relationships with individual donors, corporate partners, and foundations, and oversee the successful execution of high-profile fundraising events.
- Lead all funding efforts—including grants, fundraising events, major gifts, and annual appeals—to ensure the agency's long-term financial stability by identifying opportunities and building donor relationships.
- Effectively work with Board of Directors, Executive Team, staff, and volunteers on all projects

Education:

A bachelor's degree is required; an advanced degree or CFRE certification is preferred.



Time Required:

The VP position is a full-time, exempt role. While the standard workweek at **Big Brothers Big Sisters of Central Arizona** is 40 hours, this role requires flexibility, as events and activities may occur outside of regular business hours, including evenings and weekends. The VP is expected to adjust their schedule to support key organizational initiatives and events. All new employees shall observe a 90-day introductory period.

Essential Qualifications:

Experience: 8+ years of experience in development and fundraising, with a proven track record of securing major gifts, managing donor portfolios, and meeting/exceeding revenue goals.

Leadership: Demonstrated success in leading a development team, with solid team-building and mentorship abilities.

Fundraising Experience: Broad knowledge and experience in fundraising, including individual donors, major gifts, corporate partnerships, grants, and events.

Major Gifts: Proven track record of managing and growing a portfolio of major donors, cultivating long-term relationships, and developing personalized stewardship plans that result in increased giving. Experienced in identifying new prospects and engaging high-net-worth individuals.

Events: Experience leading the planning and execution of successful fundraising events that drive revenue and engagement.

Grant Management: Experience maintaining and growing grant revenue from grantmaking organizations and corporations.

Communication Skills: Exceptional written, verbal, and interpersonal communication skills, with the ability to inspire donors, staff, and volunteers.

Relationship Building: Strong ability to cultivate and maintain long-term relationships with donors, board members, corporate partners, and foundations.

Strategic Thinker: A visionary who can develop and implement long-term fundraising strategies while maintaining attention to detail and tactical execution.

Passion for Mission: A commitment to **Big Brothers Big Sisters of Central Arizona's** mission and values, with a deep understanding of the role of philanthropy in advancing our goals.

**Travel Requirements:**

- Minimum of twice-yearly out-of-town travel required
- Occasional local travel
- Must have reliable transportation

Compensation & Benefits:

- Competitive salary commensurate with experience.
- Comprehensive benefits package, including health, dental, vision, 403(b), and paid time off.
- Opportunities for professional development and growth.

Work Environment and Physical Requirements:

Moderate lifting, not to exceed 20 pounds, may occur from time to time.

Equal Employment Opportunity

Big Brothers Big Sisters of Central Arizona provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

Americans with Disabilities Act

Big Brothers Big Sisters of Central Arizona complies with federal and state disability laws and makes reasonable accommodations for applicants and employees with disabilities. If reasonable accommodation is needed to participate in the job application or interview process, to perform essential job functions, and/or to receive other benefits and privileges of employment, please contact Gina Trotter at 602-393-4124.