



JOB DESCRIPTION

VICE PRESIDENT OF PHILANTHROPY
INSTITUTE ON AGING

SAN FRANCISCO, CA

COOK SILVERMAN SEARCH

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Greenbrae, CA 94904

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ABOUT INSITUTE ON AGING

Institute on Aging (IOA) is dedicated to preserving the dignity, independence and well-being of older adults and people with disabilities. Our broad spectrum of services addresses not just the traditional health care needs of our clients, but the needs of the whole person as well – from mental health services to housing support, in-home care, crisis intervention, social isolation programs, caregiver support and intensive case management.

This break-through model of care, and our 30+ years of hands-on innovation, have dramatically enhanced the quality of life for our clients, improved health outcomes and reduced costs for our payor partners. Our track record of success is why Institute on Aging is recognized as a national leader in shaping healthcare policy.

For more information, please visit www.ioaging.org

POSITION OVERVIEW

The Vice President of Philanthropy is responsible for the strategic direction, development, organization, promotion, implementation, expansion, and assessment of all philanthropic avenues to increase financial support of, and organizational awareness for, the Institute on Aging.

Managing all aspects of the organization's fundraising plans, including major gifts, annual giving, corporate/foundation relations, grants, sponsorships, planned giving, and special events, the Vice President of Philanthropy shares responsibility with the CEO for stewarding key philanthropic relationships.

REPORTING RELATIONSHIPS

The Vice President of Philanthropy reports to the Institute's President/CEO, is a member of the Executive Team, and works in close collaboration with the program vice presidents, program directors, and the Institute's Board of Directors. The position directly supervises a Director of Donor Relations, Director of Grants, Development Data Base Manager and Special Events Coordinator.

PRIMARY RESPONSIBILITIES

- Serve as the primary, driver in partnership with the President/CEO, Fundraising Committee, and Board members, on all major fundraising initiatives.
- Serves as an integral member of the Senior Leadership Team to develop and implement the Institute's strategic plan.
- Create and implement a comprehensive development strategy to include major donors, individuals, corporations, foundations, government grants and planned giving.
- Establish and implement the infrastructure needed to grow the Institute's development revenue through the above sources.
- Design and implement a comprehensive plan for developing external alliances that build IOA's visibility, impact, and financial resources.
- Expand and diversify the Institute's donor base and working closely with the President/CEO to secure funding for new initiatives.
- Work closely with the Board of Directors and support Board members as they take on a more active fundraising role.
- Increase the Institute's philanthropic revenue to at least \$3 million per year.
- Take primary responsibility for the development and execution of all proposals, writing and archiving all proposals with a long-term relationship-management approach.
- Oversee research funding sources and trends, with foresight, to help position IOA ahead of major funding changes or trends.

- Monitor all donor information; provide and present statistical analysis to Board and senior leadership.
- Develop and implement a stewardship program aimed at cultivating deeper ties with donors.
- Monitor and report regularly to the Development Committee and Board of Directors on the progress of the development program.
- Maintain a culture of philanthropy.
- Utilize industry best practices.
- Identify, build, and mentor the development team to encompass marketing and communications.
- Other duties as required.

QUALIFICATIONS

- B.A./B.S. degree or higher from an accredited college or university, Master's degree or higher from an accredited college or university preferred
- Ten plus years of professional philanthropy leadership experience, preferably in the San Francisco Bay Area
- Demonstrated track record of successful fundraising, including having expanded and cultivated existing donor/client relationships
- Ability to construct, articulate, and implement annual strategic development plan
- Demonstrated ability to influence and engage a wide range of donors and build long-term relationships
- Demonstrated ability to lead, nurture, and develop direct reports
- Ability to work both independently and as a team player, who will productively engage with others at varying levels of seniority within and outside IOA to positively impact strategic and tactical fundraising activities
- Excellent interpersonal, oral, and written communication skills
- Technological aptitude with knowledge of CRMs; Raiser's Edge, MS Office Suite, Google Suite preferred
- Strong organizational and time management skills
- Exceptional work ethic with strong attention to detail
- Professional appearance and demeanor
- Excellent public speaking skills complimented by a demonstrated ability to interact in a social setting with ease and grace
- Ability to travel regionally and nationally when necessary
- A flexible and adaptable work style
- Extraordinary energy and passion for IOA's mission

SALARY OR SALARY RANGE

The salary range for this position is \$175,000 to \$200,000 plus full benefits.

To demonstrate our commitment to equity and equal pay for all, Cook Silverman Search will continue to post salary ranges on all of its job descriptions moving forward. The practice of not posting salaries perpetuates the gender wage gap and discriminates against people of color by causing individuals to negotiate from a disadvantaged starting point.

TO APPLY

To apply for this position, or for additional information on the opportunity, please send a copy of your resume with a cover letter to Victoria Silverman at apply@cooksilverman.com.

All applications and inquiries will receive a response and be kept strictly confidential.

Institute On Aging (IOA) is an Equal Opportunity Employer.