



Connecting Students & Volunteers  
for Results that Count

## Job Description: Vice President of Development

**Heart Math Tutoring (HMT)** is looking for a motivated leader to oversee and drive HMT's development efforts. HMT's mission is to ensure that all elementary students develop the strong foundation in math and enthusiasm for academics needed for long-term success, by helping schools use volunteers as tutors. Founded in Charlotte, NC, HMT has expanded to two additional cities and over time will have a national presence in cities across the U.S. working to ensure thousands more students build a strong foundation in math.

The Vice President of Development has the primary responsibility for Heart Math Tutoring's contributed revenue through the solicitation of major gifts, individual donors, planned giving, special events and corporate and foundation support. S/he will be responsible for all aspects of the organization's fundraising and will assist in forging new relationships to build visibility, impact and financial resources. As Heart Math Tutoring expands into new markets, this position will establish and implement a system-wide strategy for cultivating philanthropic support from individuals and institutions through shared services, consulting to market leaders and direct fundraising.

### **Key Responsibilities:**

- Responsible for creating a comprehensive development plan to include strategies for foundations, corporations, and individual donors to meet the ongoing financial needs of HMT in Charlotte including annual giving, major gifts, grants/institutional giving, planned giving, and special events.
- Actively work with, manage and lead the development team to execute all fundraising strategies.
- Oversee and provide shared services to local markets including development and communication plan templates, grant reviews, and database operations, and serve as a consultant and advisor to market and program leaders outside of Charlotte.
- Monitor the plan's progress and make adjustments to meet HMT's philanthropic goals.
- Lead and engage the Development Committee and Board of Directors in philanthropic efforts. This includes providing information/reports, leadership, and guidance as well as building relationships to leverage individual board members' strengths in support of fund development.
- Develop the case for philanthropic investment in Heart Math Tutoring (need, program, impact, etc.) and share it with donors in authentic and compelling ways.
- Oversee all development activities including any capital campaigns, major gifts, special events, planned giving, prospect research, grant writing, donor cultivation, donor records, and other development efforts.
- Expands and diversifies the donor base through an ongoing cultivation and stewardship program, which includes, but is not limited to, targeted outreach activities, personal visits and communications.
- Oversee all donor information; provide and monitor and report regularly on the progress of the development program across the markets to board, CEO and market leaders.
- Engages donors and prospects in HMT's mission and ensures proper recognition of all major gifts.

- Expertly leverages board members and CEO in solicitations and cultivation; knows when to bring the CEO into a relationship.
- Represents HMT through formal and informal opportunities within the community and beyond.
- Develops and mentors an integrated, high-performance team, in which staff members work cooperatively and collaboratively.
- Serves as a mentor and consultant to market & program leaders outside of Charlotte.
- Promotes integration and sharing among development team members and HMT staff; encourages all HMT staff to participate in stewardship, cultivation and identification of prospects.
- Establishes and maintains collaborative working relationships with all HMT leaders and staff.
- Study best practices and take action to support Diversity, Equity, and Inclusion efforts underway at Heart Math Tutoring.
- Assumes related responsibilities and performs other duties as assigned.

Based in Charlotte, the **Vice President of Development** will report directly to the Chief Executive Officer and manage a team of two development professionals with room to grow. S/he will demonstrate strategic thinking, proven relationship-management and fundraising success and passion for Heart's mission.

**Position Qualifications:**

- 5+ years of experience in nonprofit fundraising with deep experience in individual giving, major gifts, corporate and foundation support and planned giving.
- Experience in donor and prospect portfolio management.
- Strong leadership and people management skills; the ability to delegate, inspire and communicate effectively.
- Demonstrated ability to construct, articulate and implement a comprehensive annual strategic development plan.
- Entrepreneurial spirit and innovative drive to increase philanthropic support.
- Ability to understand the needs and interests of donors in order to develop meaningful relationships for HMT.
- Proven ability to work collaboratively within an organization; a team-oriented style that is honest, respectful, direct, as well as collegial; must be personally approachable.
- Flexible and adaptable style; a leader who can positively impact both strategic and tactical fundraising initiatives.
- A self-starter with the ability to take initiative and to manage multiple tasks and projects at a time.
- Excellent written and verbal communications skills.
- Ability to respect confidential information.
- High level of organizational and management skills and demonstrated ability to motivate staff to achieve departmental goals.
- Personal commitment to and passion for HMT mission and values.
- Bachelor's degree; CFRE certification preferred.

**To Apply:** We are an equal opportunity employer committed to building an inclusive work environment and supporting racial equity. We offer competitive benefits and salary and anticipate this position's starting salary to be commensurate with the candidate's experience. To apply, please submit a 1-page cover letter explaining your interest and a resume to [elizabeth@edsadvisory.com](mailto:elizabeth@edsadvisory.com).