



VP of Philanthropy and Operations

Job Description

APPLICATION DEADLINE: 07/20/24

POSITION AVAILABLE: asap

Date Posted: 07/12/24

About North Marin Community Services

North Marin Community Services (NMCS) is the anchor human service non-profit serving Novato/North Marin for the past 52 years. Our mission is to empower youth, adults, and families in our diverse community to achieve well-being, growth, and success; we envision a strong community with opportunities for all. A trusted community resource, our quality programs are grounded in stability, expertise, and commitment to effectively address the changing needs of our community. Recognized for our leadership and program excellence, we provide vital resources, educational opportunities, and economic support to individuals and families in our community. Whether in the form of short-term assistance or long-term intensive partnership, our interconnected services work together to encourage success at home, at school, and in life to over 10,000 people annually. Join an organization dedicated to providing a supportive and professional working environment. Located in beautiful Novato, Marin County, CA, our workplace culture is driven by our five values: teamwork and collaboration, equity, excellence, integrity, and learning and continuous improvement. Visit www.northmarinncs.org.

Job Title: Vice-President of Philanthropy and Operations

Status: Full time, exempt position. Monday-Friday, with occasional night and weekend events or meetings. Hybrid schedule possible in accordance with NMCS policy and manager approval, with main office located at 680 Wilson Ave.

Salary Range: \$150k-\$165k. [Generous benefit package](#)

Reports to: Chief Executive Officer

Purpose: NMCS is seeking a dynamic and experienced leader to join their [Leadership Team](#). The Vice-President of Philanthropy and Operations (VPPO) will provide oversight to fundraising, operations, and human resources, and serves on Leadership Team with CEO, CFO and VP of Programs & Impact. The VPPO leads a multi-disciplinary team to achieve the best results with four direct reports (Director of Operations, HR Manager, Communications & Grants Manager, and Development & Events Specialist).

Essential Functions:

Advancement

- Manage the organization's advancement strategy, and work in partnership with the Leadership Team, to ensure the long-term sustainability of the organization with inspired donors and diverse revenue sources.
- Responsible for the Annual Major Gifts Plan to advance charitable giving and engage 2,500 active donors including strategies for major gifts, planned giving, annual appeals, sponsorships, and fundraising events.
- Support Development & Events Specialist, who is staff lead to the Fundraising & Events Committee, to meet event fundraising goals.
- Work in partnership with the Communications & Grants Manager, who is staff lead to the Communications Team, branding strategy, and grants management.
- In partnership with the CEO, grow the major donor Heart of the Community and other donor circles; inspire donors and build relationships to maximize fundraising opportunities.

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- Cultivate, solicit and steward current and prospective major donors.
- Collaborate with Leadership Team to achieve strategic goals and instill a culture of philanthropy across the organization through trusted collaboration and shared goals.
- Utilize current and identify new systems, including Donor Perfect, to support effective fundraising activities.

Operations

- Manage the Director of Operations to ensure the organization's operations, facilities, and IT functions are at full capacity.
- Develop and implement operational strategies that enhance efficiency, effectiveness, and innovation across the organization.
- Serve as Compliance Officer on the Risk & Compliance Team. Work in close coordination with Leadership Team to ensure continuous management of NMCS operational policies and procedures to ensure compliance with current laws and regulations.
- Work with CFO and Director of Operations to utilize Deferred Maintenance Plan to guide capital and plant projects and funding; in addition to partnering with staff, volunteers, consultants, and contractors.
- Partner with Director of Operations to ensure emergency & disaster preparedness is on track, including serving on the committee.

Human Resources

- Foster employee and volunteer engagement, with a team of two (HR Manager and HR Coordinator).
- Oversee the organization's employee relations in partnership with Leadership Team.
- Maintain knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law.
- Provide oversight to employee recruitment, onboarding and offboarding. Work in partnership with the Finance Office for payroll and benefits administration.
- Lead and partner with Management Team to develop and manage training plan to create professional growth opportunities.
- Manage the performance coaching administration, in partnership with Management Team and staff. Implement listening circles and seek wellness opportunities to support employee engagement.
- Oversee HR functions with the team to ensure effective volunteer management, satisfaction survey administration, and appreciation system.
- Partner with Leadership Team to develop organizational change and workplace culture strategies.

Leadership Team

- Actively participate on Leadership Team with CEO, CFO and VP of Programs & Impact to develop strategic plans, sustainability and forecasting models, and guide the Business Impact Plan to build and sustain quality programs with diverse revenue streams.
- Collaborate with Leadership and Business Impact Teams to pursue new programs and funding streams.
- Serve on Business Impact Team and Management Team to ensure organizational goals, budget targets, risk and database management, and performance measures are achieved. This includes analyzing operational data and performance metrics to identify areas for improvement and develop action plans; accordingly, in addition generating regular reports on operational metrics and key performance indicators for

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- leadership evaluation.
- Present at Board of Directors meetings on a quarterly basis or as requested.
- Serve as a strong ambassador for the organization, including representing the mission and vision, values, and demonstrating a strong commitment to ensuring under-resourced communities can thrive.
- Maintain current CPR and First Aid Certification (willing to send to training).
- Additional duties as assigned.

Minimum qualifications:

Required Qualifications

- Bachelor's degree in Business Administration, Nonprofit Management, or a related field.
- Minimum of 5 years' experience managing administration/operations and/or leading teams and projects.
- Minimum 10 years' experience fundraising and development experience, including overseeing operational and performance outcomes.
- Minimum 3 years of management and human resources experience, preferably in a non-profit environment; managed staff previously.
- High standard of professional and ethical conduct, integrity, and accountability.
- Experience managing all aspects of fundraising including high net worth individuals, foundations and corporate relations, and direct mail.
- Strong systems and strategic thinking, problem-solving, and decision-making skills.
- Fosters a positive, inclusive culture, with the ability to engage and inspire diverse teams and stakeholders.
- Demonstrated leadership, teamwork, and organizational skills. Excellent interpersonal and communication skills, including verbal and written.
- Proven track record of successfully managing complex projects and driving organizational change.
- Strong knowledge and observance of best practices in charitable fundraising. Experience with a planned giving program a plus.
- Knowledge and/or commitment to learn California employment law.
- Strong understanding that leadership means service and operations means creating robust systems that allow staff to do their jobs safely and more efficiently.
- Demonstrated effective people skills including coaching, delegation, and problem solving. Experience working interdepartmentally and collaboratively with staff and volunteers.
- Strong administrator with a commitment to accuracy and follow-through, project and time management.
- Intermediate-Advanced computer skills in Microsoft Office, Outlook, Donor Perfect.
- Valid California drivers' license and clean driving record.
- English fluency. CPR/First Aid certification.

Preferred Qualifications:

- Master's degree or Certificate in Nonprofit Management, Organizational Change or a related field.
- Bilingual (Spanish)/bicultural
- Experience managing various operational departments such as facilities, safety, HR, and IT in a nonprofit or similar environment; compliance, HIPAA and data privacy experience in human services a plus.
- Experience managing attorneys, brokers, and consultants.

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Conditions of Hire:

- Fully vaccinated against COVID-19 unless granted a medical or religious exemption.
- Pre-employment health exam including proof of vaccinations and TB test clearance.
- Criminal record clearance or exemption from California Department of Social Services. All convictions other than minor traffic violations require an exemption, including convictions that have been expunged.

**To apply for
this position:**

Please submit your resume and cover letter by e-mail (preferred) or mail to:

HR@northmarincs.org

North Marin Community Services

Attn: HR Department

680 Wilson Avenue, Novato, CA 9494

Bilingual applicants are encouraged to apply.

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