



INDEPENDENT SECTOR
VICE PRESIDENT OF INSTITUTIONAL ADVANCEMENT

<http://www.independentsector.org/>

The Organization

Independent Sector (IS) is the only national membership organization that brings together a diverse community of changemakers, nonprofits, foundations, and corporations working to strengthen civil society and ensure all people in the United States thrive. We envision a world of engaged individuals, robust institutions, and vibrant communities working together to improve lives and the natural world and strengthen democratic societies. To help create this future, we lead and catalyze the charitable community, partnering with government, business, and individuals to advance the common good through our Sector Health, Policy & Advocacy, and Community Building initiatives. Our organizational strategies are results-centered and racial equity-focused.

This is an exciting time for IS. In 2023, we welcomed Dr. Akilah Watkins, the first woman of color to lead IS as the President and CEO. We successfully reconvened (since 2019), our first in-person national conference – Upswell – in Dallas, TX, welcoming hundreds of national leaders to the South to share their work committed to an equitable future. A big decision was made in June by the Supreme Court on Affirmative Action. We maintained our commitment to sharing critical knowledge and resources while partnering with the Council on Foundations to develop an amicus brief supporting racial equity work.

We also understand the importance of having a voice and a seat at the policy-making table and having deep relationships with the White House and Congress. In 2023, we led a national listening tour in various cities, including Chicago, New York City, Atlanta, Minneapolis, Dallas, and Seattle to hear directly from organizers, funders, and institutional leaders on the challenges and opportunities our sector faces. We plan to invite additional voices to the conversation in Phoenix, Los Angeles, as well as Washington, DC.

At IS, we are looking for passionate people with a deep working knowledge of the social sector who want to strengthen non-profit institutions and, through them our nation. We equally value those who show up as their whole self, as we tremendously value diversity, equity, and inclusion. As a leader, you will play a pivotal role in shaping the future of our team. Join us in this leadership role if you are ready to make a meaningful impact, drive positive change and lead with passion and purpose.



The Role

Location: Washington, DC

Reports to: Chief Executive Officer

Overview: We seek an enthusiastic, results-oriented, strategic senior leader who is committed to racial equity to serve as the Vice President of Institutional Advancement. This executive sets strategy for and oversees all fundraising and development activities, including grantmaking efforts, fee-for-serve engagements, capital campaigns, and membership development. They will be a key member of the senior leadership team, a collaborative partner to the CEO, and an active participant in making strategic decisions at IS.

Salary Range: \$171,500 – \$190,567

Key Responsibilities

Strategic Planning

- Develop and implement a comprehensive, multi-year institutional advancement strategy covering IS membership development, corporate giving, foundations, and individual donors to support IS' mission and objectives.
- Collaborate with the Chief Operating Officer and other executive leadership members to integrate advancement goals, develop and implement Independent Sector's financial strategy.
- Expand and diversify IS' community of supporters and work closely with other team members to secure funding for current work and new initiatives.
- Build a plan to engage board members to support organizational funding needs and serve as a visible representative of IS.

Development

- Lead major fundraising campaigns, capital campaigns, and annual giving programs.
- Cultivate relationships with major donors, foundations, and corporate partners.
- Explore innovative fundraising approaches and ensure effective donor stewardship.
- Develop and refine institutional strategy informed by broad understanding of funding communities, IS membership needs, and business development opportunities.
- Generate clear, compelling organizational and program-specific narratives with attainable goals that lead to successful funding.
- Oversee the development and reporting of grant proposals.



- Create and execute an annual fundraising and business development plan with clear goals and objectives.
- Manage budget for institutional advancement activities and ensure the efficient use of resources in alignment with organizational goals.

Team Leadership

- Lead a high performing team of directors, managers, and staff.
- Foster a collaborative and inclusive team culture that encourages innovation and excellence.
- Conduct yearly performance evaluations and implement the appropriate professional development tools and training to ensure the achievement of employee goals and performance benchmarks.
- Provide constructive and timely performance feedback.
- Interview, hire, and oversee the daily workflow and training of direct reports.
- Directly manage the team: motivate, support, and direct employees, taking disciplinary action if required.

Advocacy and Representation

- Advocate for the organization's programs at relevant forums, conferences, and with policy makers.
- Represent the organization in external collaborations and partnerships.
- Maintain active and broad external engagement to ensure awareness of community needs and opportunities.
- Build and maintain relationships with relevant peers in local philanthropy, government, nonprofit sector, and the business community that may lead to collaborations and partnerships to leverage IS' resources and increase our impact.

Qualifications

- Proven track record of successful fundraising and institutional advancement in a leadership capacity.
- Compelling storyteller, strong public speaking and written communication skills (including grant writing and management), interpersonal, and relationship-building skills.
- Strategic thinker with the ability to translate vision into actionable plans.
- Knowledge of current trends and best practices in advancement and philanthropy.
- Demonstrated ability to manage and develop a team, to include attracting, retaining, and growing talent through performance reviews, professional development, team-building activities, goal setting, accountability, and growth opportunities.



- Technologically adept – familiarity and ability to utilize a variety of computer applications (i.e., Microsoft Office, internet research) as well as project management systems.
- Demonstrated ability to build trusting relationships and work effectively across different settings, communities, and issues, to include people of diverse backgrounds, perspectives, and cultures.
- Understanding, appreciation of and support for diversity, equity, and inclusion (DEI) principles and practices, including a commitment to incorporating them into internal and external work.
- A team player, who can interrelate and operate effectively with peers and other associates within a collegial, yet demanding, work environment where success depends on a high degree of collaboration in goal setting, decision-making and execution.

Experience and Education

- Bachelor's degree in social work, public administration, nonprofit management or related field and a minimum of ten (10) years' experience in direct fundraising and grant management plus at least three (3) years of supervisory/leadership experience.
- Experience in a non-profit environment preferred.
- Strong understanding of foundation and corporate philanthropic giving is required.
- Strong financial acumen in the areas of budgeting, revenue development, and cost/benefit analysis also required.

What Drives Us

Sector Health—We conduct research and analysis to better understand the health of the nonprofit sector and to inform policy and practice changes that will lead to healthy, trusted, and equitable nonprofit institutions.

Building Community—We build community among changemakers who work and volunteer in the social sector in order to create a growing sense of agency of the community, and to build its power in service of a healthy and racially just society.

Public Policy—We develop and advocate for public policies that strengthen the nonprofit sector and the communities they serve. We serve as the voice of the entire sector on pressing legislative and economic issues in the sector.



Why Choose Us

- **Competitive salary package:** that reflects your skills, experience, and contributions.
- **Comprehensive benefits:** 100% employer covered for self to include coverage for health, dental, vision, life, disability insurance and additional coverage for dependents.
- **Retirement Contribution:** We will match up to 7.5% of your 403(b) retirement savings.
- **Leave Options:** Unlimited time off, paid time off (PTO), 14 holidays, parental leave, and DC FMLA
- **Work life balance:** Flexible hours core hours with a hybrid work schedule (3 days of telework), access to wellness and employee assistance programs (EAP).
- **Professional Development:** A yearly stipend for continuous learning and professional development.
- **Company Events and Social Activities:** Participate in companywide events, team building activities and social gatherings.
- **Inclusive and Collaborative Culture:** Be a part of a diverse and inclusive workplace where your unique perspectives and contributions are valued.
- **Advocacy:** Opportunities to travel, engage, and represent IS at various meetings and conferences.

If you or someone in your network is interested in exploring this opportunity, please submit a cover letter & resume to:

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