



## **Vice President of Development Washington, DC**

### **About The Search**

Founded in 1968, the Urban Institute informs policymaking by producing rigorous, nonpartisan research and analysis. Inspired by President Lyndon B. Johnson's vision to bring scientific evidence to the study of domestic issues, the Institute builds knowledge on the social and economic challenges facing American cities. It is committed to deepening the public understanding of policy issues and advancing sound public policy by providing evidenced-based ideas developed through state-of-the-art research tools, a breadth of subject matter expertise, and on-the-ground fieldwork.

In order to continue addressing the need for timely, nonpartisan analysis and offering solutions to challenges facing communities across the nation, the Urban Institute is seeking a motivated and sophisticated Vice President of Development. The Vice President of Development will lead the development efforts of a highly respected research institution with a rich history in social and economic policy. S/he will be responsible for the overall strategic direction, implementation, and evaluation of the Urban Institute's comprehensive fundraising program, with a focus on diversifying funding sources through increased individual and corporate giving. S/he will manage a team of fundraising staff and help build a robust and sustainable major giving program, as well as broaden the base of support. S/he will also help lead the Institute through this unique moment in its history by serving as an integral member of the senior management team and working closely with the president and peers to implement a bold vision for organizational growth and increased impact.

### **About Urban Institute**

While in office, President Johnson saw the need for independent, nonpartisan analysis of the problems facing Americans and their communities. He created a commission of civic leaders who recommended chartering a center to carry out this important work. The Urban Institute now works to gather data, conduct research, evaluate programs, provide evidence-based analysis and ideas, and educate Americans on social and economic issues to foster sound public policy and effective government. The Urban Institute uses state-of-the-art simulation models, data tools, and methods to analyze public policies and programs and draws from a broad base of subject matter expertise and on-the-ground experience. Its researchers explore topics spanning many issues, including health, tax policy, education, economic security, justice, labor, demographics, housing, community development, nonprofits, and international development and governance.

### **About the Vice President of Development Position**

The Vice President of Development will serve as strategist and guide to the president, executive team and senior program leaders and help to leverage their fundraising efforts to greater effect. S/he must be an effective speaker and writer with the ability to understand and share the mission and policy issues that the Urban Institute addresses with donors and other supporters. This individual will report to the president. S/he will also work closely with board members to increase participation and engagement in fundraising activities.

The Vice President of Development will support the Urban Institute's continued growth by broadening the base of support. S/he will be responsible for the strategic direction and management of all fundraising activities spearheaded by the executive office, including growing the major gifts program and working with senior leaders throughout the organization to identify new funding opportunities. In addition, s/he will be responsible for establishing fundraising best practices, advising the president on solicitations, and training board members and staff. S/he should have a strong track record of securing major gifts from individual donors and will serve as the driver on individual and corporate fundraising.

**Key Responsibilities:****Fundraising and Stewardship**

- Increase flexible funding by growing the individual major gifts program and creating a corporate giving program.
- Execute all development functions for major gifts, including planning, cultivation, solicitation, stewardship, recognition, and events.
- Work in partnership with research staff to translate complex program concepts into project proposals and to develop donor interests in specific programs.
- Work with the Office of Grants and Contracts, the Director of External Affairs, senior researchers, and members of the management team to identify innovative approaches to increase funding from government and foundations.
- Provide guidance to the president, executive team, senior leaders and board members for cultivation, solicitation, and stewardship strategies.

**Management**

- Work with the President and senior leadership team to determine and implement strategic organizational initiatives.
- Manage a two-person resource development staff and oversee its future growth; supervise and mentor staff while developing talent and leveraging resources.
- Serve as a senior leader within the Urban Institute and help to implement a bold new strategic plan for increased visibility, engagement, impact and growth.

**Systems Development**

- Implement best practices and performance metrics for ongoing monitoring and evaluation of development strategies.
- Work with staff across the organization to integrate communications, branding, and research initiatives into fundraising and stewardship strategies as appropriate.
- Oversee development-related systems and the development database, ensuring they meet the organization's need for reliable and accurate data as well as the donor's need for timely, complete reports. Work closely with IT and Communications teams to implement a new database for contact and relationship management.

**Qualifications**

The Vice President of Development must have a minimum of eight years of experience developing and managing successful fundraising programs. The successful candidate will have a proven track record of raising money from all constituencies, but most importantly, individuals and corporate entities. S/he must be comfortable working with board members and must understand how to leverage resources and networks to identify and pursue new funding opportunities. Given Urban Institute's innovative and evolving environment, the Vice President of Development must operate comfortably in a hands-on, fast-paced, collaborative atmosphere.

- A Bachelor's degree is required; advanced degree and record of continuing professional development strongly preferred.
- Strong track record of securing major gifts from individuals and establishing relationships with high-profile donors and board members.
- Understanding of and experience with prospecting, reporting, acknowledgement, and stewardship systems, as well as database management.
- Knowledge of fundraising best practices and the ability to implement them in a development department.

- Demonstrated success managing teams, building consensus, inspiring confidence and respect, and fostering collaboration in a scholarly setting.
- Ability to motivate diverse groups to raise money and achieve fundraising goals.
- Demonstrated success working with board members and a senior leadership team, as well as leveraging them in the fundraising process.
- Proven ability to perform effectively under pressure and to utilize strong organizational skills when faced with multiple time-sensitive priorities.
- An ambitious, innovative, and creative approach to resource development strategies.
- An ability to think in a solutions-oriented framework and function with agility in a dynamic, fast-paced and entrepreneurial environment.
- Excellent interpersonal skills, including the ability to form lasting relationships with donors and build close working relationships with colleagues across the organization.
- Exceptional oral and written communication skills, including the ability to translate complex information and research products into compelling language for a broad range of audiences.
- An appreciation for the research process and an understanding of the broader issues that can be effectively leveraged in conversations with donors, board members, and other supporters of the Urban Institute.
- The highest level of personal and professional integrity, with the ability to motivate others similarly.
- A track record as a detail-oriented, self-motivated, flexible, and sophisticated leader.
- Thorough understanding of domestic social and economic policy issues, politics, and current events.
- A commitment to informing public policy through nonpartisan, high quality research.

## To Apply



Questions, resumes and CVs should be sent to: [search@driconsulting.com](mailto:search@driconsulting.com).

All first round interviews for the Vice President of Development will take place at Development Resources, *inc.* or via telephone: 1601 N. Kent Street, Ste. 1200, Arlington, VA 22209, (703) 294-6684.

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