



ABFE Vice President of Membership and Development

ABFE is a philanthropic partnership for Black communities. Its' mission is to promote effective and responsive philanthropy for Black communities and it currently has a membership of over 400 foundation staff and trustee, donors and nonprofits in its network. The ABFE Vice President of Membership and Development is the senior development officer for the organization, a member of ABFE's senior management team. He/she is responsible for planning, directing and monitoring all activities related to ABFE's membership including policy, recruitment and retention services, fundraising and development. Working closely with the ABFE President, he/she cultivates, maintains and expands ABFE funding support from private foundations, individuals, events and other sources.

Reports To:	ABFE President/CEO
Employment Status:	Exempt Employee, Full-Time
Supervises:	Director of Development, Director of Membership, Membership and Development Assistant
Key Outside Relationships:	ABFE Funders, ABFE Members
Salary Range:	Competitive
Region:	Ability to work out of our New York City office is preferred

Overall Leadership

1. Provides executive leadership to ABFE's relationships with its various external stakeholders, including donors and members.
2. Creates and executes the resource/budget plan for the Membership and Development division.
3. Oversees and provides leadership to directors in the Membership and Development division.
4. Interacts closely with the Board of Trustees: presents at meetings and serves on several Board committees.

Membership

1. Working with the Director of Membership, provide oversight and direction to strategy for sustaining and growing ABFE's comprehensive membership program.

Development/Fundraising

1. Working closely with the President and Board of Trustees, serve as ABFE's chief advancement officer, managing and soliciting a portfolio of important individual and institutional donor relationships.
2. Staff the President on his/her major gifts portfolio, making sure important background research is complete and that strategic asks are clear, all with the goal of achieving fundraising goals that support an aggressive strategic growth initiative.
3. Working with the Director of Development, create strategy on growing a comprehensive philanthropy program, including an individual donor base, major gifts program, targeted special events, and an increase of corporate and foundation support.



Connecting Leaders Fellowship (CLFP) Alumni Engagement

1. Working with the Director of Program, provide oversight and leadership to the creation and implementation of a comprehensive alumni relations program to feed the annual giving program.

Other Duties

1. Other duties as assigned by the President & CEO.

Qualifications & Requirements:

1. Bachelor's degree required; Masters preferred.
2. Personal qualities of integrity, credibility, and a commitment to and passion for ABFE's mission.
3. Commitment to racial justice and diversity, equity and inclusion.
4. Minimum 7 years of nonprofit fundraising/development experience, preferably with a background in foundation and individual donor cultivation.
5. Minimum 3 years of managing a fund development team.
6. Computer literacy, with familiarity with fundraising database management preferred (Donor Perfect).
7. Excellent verbal and written communication skills and comfort with public speaking.
8. Experience with developing and managing budgets, and preparing financial reports and presentations.
9. Ability to travel domestically 2-3 times per month.

Interested parties should email a letter of interest and resume to ABFE at [hiring@abfe.org](mailto: hiring@abfe.org). You can learn more about ABFE at www.abfe.org.