



The Vice President of Development (VPD) is an executive and voting member of the Board of Directors of the Lambda Theta Alpha Foundation and is appointed in a manner consistent with the bylaws. They are accountable to the Board for the fulfillment of the duties and responsibilities outlined below.

The VPD will oversee the engagement of individual, group, and corporate entity donors, relationship management, and general development efforts for the Foundation. They will manage and work closely with the Director of Individual Giving, the Director of Major Giving, and the Development Committee.

Time Commitment and Term:

- 15 hours per week
- The VPD term will be for a half term of one year (2025-2026), beginning January 15, 2025, and ending January 14, 2026, and eligible to be renewed for an additional term.

Roles and Responsibilities:

His/her main duties are to:

- The VPD shall initiate and develop fundraising campaigns for a long-term and short-term strategic development plan for general and specific target audiences.
- The VPD shall manage and oversee the work of the Development Team, consisting of at least the Director of Individual Giving, Director of Major Giving, Development Task Force, and any special events task force that should arise.
- The VPD shall oversee the execution of the annual donor gift program to engage with current donors and attract new donors and any special event/campaign developed to directly target donor engagement, when applicable.
- The VPD shall collaborate with the VPC to create target-specific promotional materials, such as social media posts, physical greeting materials, and electronic outreach materials.
- The VPD shall oversee the writing and compliance of grants along with the VPF.
- The VPD shall oversee the development and procurement of external partnerships, legacy donations, new revenue sources, and the execution of all fundraising campaigns.
- The VPD shall maintain and build relationships with current/prospective donors and supporters.
- The VPD shall oversee the execution of the Foundation's rapid response of critical sociopolitical developments to donors.
- The VPD shall oversee and execute the partnership with Lambda Theta Alpha Latin Sorority, Inc. and any additional partnerships as they are formed.

Position Skills and Qualifications:

- Enthusiasm for the mission of the Foundation.
- Ability to network with external stakeholders.
- Create new avenues to increase funds and support network.
- Grant writing experience is beneficial.
- Strong writing ability.
- Background in non-profit, business management is beneficial.
- Working knowledge of G Suite and social media platforms.
- Ability to work with donor databases, Flipcause experience is a plus.
- Attention to detail.
- Collaborative and dedicated to team efforts.

Financial Contribution

Board members are expected to make a personal meaningful financial contribution of at least \$250 upon acceptance of their position. Board members are also expected to give an additional \$250 each term year, for a total contribution of \$500, by the end of each term year. A total of \$1,000 by the end of each term cycle (2 years).