

**JOB DESCRIPTION: VICE PRESIDENT OF DEVELOPMENT****TERM OF OFFICE:** 2 years, with election in odd-numbered years

**PURPOSE:** The Vice President of Development is a voting member of the Arizona AEYC Governing Board and a member of the Executive Committee. The Vice President of Development works to advance the organization's mission, vision, and values, and upholds the organization's by-laws. The Vice President of Development supports the activities of the finance committee ensuring the financial health and sustainability of the organization.

**KEY RESPONSIBILITIES:**

- Attends Arizona AEYC Board meetings with a minimum of 84% attendance and participates in Arizona AEYC activities and events.
- Strategic Fundraising and Development Planning: Develop and implement a comprehensive fundraising strategy to support the organization's goals, including events, grants, and donor programs. Collaborate with the Executive Director and finance committee to create sustainable revenue streams. Establish annual fundraising goals and oversee efforts to meet or exceed.
- Donor Relations and Stewardship: Cultivate relationships with potential and existing donors, including individuals, corporations, and foundations. Oversee donor acknowledgment and recognition programs, ensuring that contributors are appropriately thanked and engaged.
- Event Planning and Execution: Oversee the planning and execution of fundraising events, such as galas, donor luncheons, and community engagement events. Work closely with volunteers and staff to ensure successful event management.
- Budget Oversight: Collaborate with the finance committee to monitor the budget and ensure that fundraising and development activities are cost-effective and aligned with financial goals. Assist in the preparation of the organization's annual budget as it relates to development efforts.
- Performs other duties as assigned by the Board President.

**QUALIFICATIONS:**

- Active membership of NAEYC/Arizona AEYC
- A commitment to Arizona AEYC and its values; an understanding of Arizona AEYC's objectives, organization, services, and the responsibilities and relationship of paid and volunteer staff
- Knowledge of and influence in the early childhood community
- Strong background and experience in funding, development, organizational advancements, and major gifts
- Ability to understand concepts and articulate ideas
- Proven experience in a leadership role