



## **Vice President of Philanthropy**

The VIA Institute on Character (VIA) is looking to hire an accomplished, enthusiastic, ambitious, and independently motivated Vice President of Philanthropy who loves fundraising and is deeply passionate about improving the lives of others. The Vice President of Philanthropy will set and achieve fundraising goals, maintain knowledge of fundraising prospects' interests, and cultivate collaborative relationships with fellow employees, consultants, and partners. Preferred candidates have outstanding communication skills and are problem solvers.

## **Who We Are**

VIA is a non-profit, 501(c)3 organization that advances the science and practice of character strengths by supporting scientific investigations, translating research into best practices, and providing tools to help people build good lives for themselves and others. Over 30 million people have completed the VIA Character Strengths Survey from 195 countries and in 44 languages. In addition, there are over 1,000 published articles about the VIA Character Strengths Survey making it the most researched personality inventory in the world.

VIA is in the process of launching a research hub to advance the study of character strengths through collaboration with researchers around the globe.

## **Vice President of Philanthropy Responsibilities:**

The Vice President of Philanthropy will have overall responsibility for planning and implementing a comprehensive development program, including the identification, cultivation, solicitation, and stewardship of all donations and grants. The Vice President of Philanthropy will report to the CEO and will have access to Board members on issues of importance to development.

Other responsibilities include:

- Collaborating with the CEO and the board of directors to create a fundraising plan and strategies for implementation.
- Developing and monitoring annual budget for the fundraising program.
- Identifying, building, and cultivating relationships with new donors.
- Oversight of major prospect solicitation activities, which will include corporations, individuals, and foundations.
- Generating development materials and solicitations.
- Collaborating with the marketing team to develop a digital fundraising strategy.
- Furnishing the CEO and board with regular progress reports.
- Managing the implementation of development software.

- Maintaining accurate records of donors and prospects, development activities, gifts, and pledges.
- Leading a grantsmanship program, including:
  - Management responsibilities for a grant writer
  - Oversight and participation in grant research, foundation cultivation, and grant writing

### **Vice President of Philanthropy Requirements:**

- Bachelor's degree in business, non-profit management, or related field.
- A minimum of seven years of fundraising/development experience with proven ability to implement and lead a development program.
- Outstanding communication skills, both verbal and written, and ability to maintain good working relationships within all organizational levels and with outside constituencies.
- Superior organizational skills and multi-tasking ability.
- Strong critical thinking and problem-solving skills.
- Recruiting and training fundraising staff and volunteers.
- Proficient with MS Office applications and fundraising/donor management software.
- Proficient with social media platforms.
- A creative self-starter with the ability to work independently in a remote working environment.
- Experience with fundraising for research is beneficial.
- A knowledge of positive psychology is a bonus.

### **What Else You Should Know**

The VIA headquarters is in Cincinnati, OH. However, the fully-remote staff works from all over the United States, and the CEO resides in the Philadelphia area. In-person meetings of the staff are typically held in Cincinnati in December. Travel expenses will be covered by VIA. VIA is an equal opportunity employer embracing diversity and committed to creating a respectful and inclusive environment for all employees. At VIA, we accept, support, and celebrate differences. We encourage applicants from a broad cross-section of experiences, backgrounds, and all walks-of-life to apply.

The application deadline is February 15, 2024. VIA Institute on Character employees work 100% virtually, and hours are typically Monday-Friday 9am-5pm with occasional evenings and weekends required for meetings and special events. We are a small team and flexible when it comes to scheduling.

The annual salary range is \$100,000 to \$130,000, based on experience. We offer comprehensive benefits including health insurance and a generous paid time off program.

## How Do You Apply?

To apply for this position, please send the following materials to [info@viacharacter.org](mailto:info@viacharacter.org) with **“Vice President of Philanthropy” in the subject line.**

- PDF of your resume (including your contact information)
- Take the VIA Character Strengths Survey at [www.viacharacter.org](http://www.viacharacter.org). This typically takes about 10 minutes to complete.
- Provide a PDF or cover letter with your answers to the following questions (each answer should be 150 words or less):
  - Why are you interested in this position at VIA Institute on Character?
  - How has your prior work prepared you for this position?
  - What are three unique character strengths that make you an ideal candidate for VIA’s Vice President of Philanthropy position?