

Director of Advancement

April 2025

Reporting to and working closely with the CEO, the Director of Advancement will lead the team charged with philanthropy and focus on building donor pipelines and relationships with major donors, including portfolios of individual and corporate donors. The Director of Advancement's primary work is to identify, qualify, cultivate, solicit and close major gifts and secure social impact investments to advance IHT's mission. This position will also manage an Advancement Manager, develop IHT's fundraising strategy and create a detailed plan for all fundraising programs and activities to meet the organization's overall revenue goals.

RESPONSIBILITIES

- Oversee IHT's overall development program and ensure that the team meets their goals and objectives.
- In collaboration with IHT leadership, develop an overall strategy and plan to grow IHT's philanthropic support, including specific goals and metrics, and ensure that it is executed.
- Inspire and mentor IHT's Advancement Manager, so that she can expand her skills.
- Work with the CEO and other key stakeholders to develop and implement cultivation and solicitation strategies. This includes building, managing and soliciting a portfolio of 140+ major gift prospects, with a primary focus on top prospects.
- Maintain an annual "Top 25" pool of prospective major gift donors who will be solicited in the next 12-18 month period.
- Conduct personal visits with major donors and prospects, scheduling a minimum of 8-10 substantive visits monthly for the purpose of field research, cultivation, solicitation, and stewardship.
- In partnership with the CEO, secure social impact investments for IHT development projects from major donor prospects.
- In collaboration with key staff and volunteers, identify, develop and cultivate a significant prospect pipeline as part of the organization's evolving fundraising strategy.
- Working with the Advancement Manager, recruit, train and manage an engaged and enthusiastic volunteer fundraising committee that will help connect new major prospects to IHT.
- Ensure that all major gift prospect approaches by both staff and volunteers are well-coordinated.
- Working with the Advancement Manager, provide direction to the teams and volunteers who are hosting small cultivation events.
- Prepare written proposals, gift agreements, funder pitches, and other materials needed to define, secure and document major gifts.

- Utilize DonorPerfect to maintain records of contacts with donors and prospects; working with the Operations Manager, track, evaluate and present relevant giving information to CEO and board as needed
- Manage the Advancement Manager.

QUALIFICATIONS

The Director of Advancement will be an engaging and high energy individual with a passion for increasing affordable housing on Martha's Vineyard. The ideal candidate will have ties to the Vineyard and be a strong leader with a minimum of a bachelor's degree and 6-8 years of experience in major gift fundraising. Preference will be given to candidates with a documented record of successfully closing gifts in the six-figure range. The ideal candidate for this position will possess the following qualities and attributes:

- Commitment and ability to representing IHT with enthusiasm, warmth, and professionalism
- Ability to establish, cultivate and steward strong professional relationships with key stakeholders to build lifelong partnerships that will align their passions with the mission, priorities and goals of IHT
- Experience managing small teams
- Collaborative problem solver who brings an entrepreneurial approach to designing personal donor engagement strategies
- Innovative, self-motivated, able to manage multiple projects while working both independently and as a team member
- Exceptional interpersonal, written, and oral communication skills
- Strong organizational and time management skills
- The ability to calmly switch gears when priorities/objectives change
- A can-do attitude and willingness to go the extra mile in service of our mission
- A minimum of a BA degree is required

SKILLS

- Highly proficient in Microsoft Word, Excel, and PowerPoint
- Strong familiarity with DonorPerfect or other CRM systems and procedures a plus