



**Ms. FOUNDATION**  
FOR WOMEN

# Opportunity Profile

Vice President of  
Advancement

Ms. Foundation for Women  
12 MetroTech Center  
26th Floor  
Brooklyn, NY 11201

**Prepared By:**



# About the Organization

The Ms. Foundation for Women's mission is to build women's collective power in the U.S. to advance equity and justice for all. The organization seeks to achieve its mission by investing in and strengthening the capacity of women-led movements, particularly by women and girls-of-color, to advance meaningful social, cultural, and economic change in the lives of all women and girls.

Since 1973, the Ms. Foundation has invested more than \$70 million into building the power of women in social justice fields, serving as a conduit to the philanthropic sector as an intermediary funder investing in women and girls. Ms. Foundation's vision is to create a just and safe world where power and possibility are not limited by gender, race, class, sexual orientation, gender identity, ability, or age. Ms. Foundation believes that equity and inclusion are the cornerstones of a true democracy in which the worth and dignity of every person is valued. The organization's values reflect this vision:

- Integrity
- Trust and Respect
- Interconnectedness
- Social Justice

The Ms. Foundation has long held a unique position in the philanthropic world and has taken risks to invest in those who have systemically been left out. As a high-engagement social justice funder, the Foundation centers women-of-color leaders and the grassroots organizations they lead, often in historically under-invested regions. In addition, the Ms. Foundation engages strategic external partnerships to tap into the deep expertise of its allies and stakeholders. This includes partnerships with other national and regional foundations and funder affinity groups, national policy and advocacy networks, universities, arts, media and journalism, as well as the private sector. Through its partnerships, Ms. Foundation seeks to build a collective understanding and collaboration to advance gender and racial equity and justice for all.

## About the Position

Reporting to the President and CEO and serving as a visionary partner, the Vice President of Advancement for The Ms. Foundation for Women will be a member of the Executive Team. This newly created position will oversee the Development and Communications departments. The Vice President is responsible for cultivating and soliciting principal and major gifts, annual giving, corporate and foundation giving, special events, and prospect research and tracking. They will work with the Board of Directors and Foundation staff to determine overall fundraising strategies and priorities, with the goal of significant expansion of the donor base and overall contributions. In addition, this position will work to develop and implement an organization-wide, communications plan to raise the visibility of the Ms. Foundation, its grantees, and partners to key external audiences.

## Essential Responsibilities and Functions

The Vice President of Advancement will supervise a small and committed team of 6-8 people. They are expected to possess an entrepreneurial spirit, and be creative in aligning the Development and Communications departments. The following outlines the essential responsibilities and functions in these two areas.

### *Development*

- Craft multi-year and annual goals and priorities for the Foundation's development function with measurable metrics;
- Design and implement strategies to successfully identify, cultivate, solicit, and close outright and planned gifts as well as institutional grants;
- Proactively identify new major gifts prospects and introduce those prospects to the work of the Foundation;
- Expand the Foundation's base of individual donors, particularly in terms of generation, geography, and gift size;
- Develop and customize solicitation strategies for potential donors based on the needs of the Foundation and donors' interests;
- Actively meet with individuals and representatives of business and foundations to represent and market the Foundation as a viable philanthropic option to cultivate prospects, solicit potential donors, and complete gift negotiations;
- Collaborate with the Executive Team to ensure that innovative fundraising strategies are developed to support the Foundation; and
- Support the President, the Board, and volunteers, as appropriate, in high-level solicitation efforts, providing briefing materials, preparing agendas, and developing background research.

# Essential Responsibilities and Functions

## Communications

- Collaborate closely with the President and CEO and communications consultant on all organization-wide communications strategy development and implementation to build the brand and raise the visibility of Ms. Foundation and the work and profiles of grantee partners;
- Support and/or take the lead on cross-departmental communications strategy development and implementation;
- Supervise the writing of a range of internal and external communications materials, such as grantee profiles and blog templates, newsletters, op-eds, grantee LTTEs, ad copy, and press materials;
- Oversee the development and “publishing” of written and electronic collateral materials including the Ms. Foundation e-Newsletter; and
- Develop strategy for communications tools for the Ms. Foundation website and other social media and new media platforms, aimed at amplifying the mission and priorities of the Ms. Foundation and engaging partners, supporters, donors, and grantees.

## Qualifications

- Bachelor’s degree plus a minimum of ten years’ successful experience in development, preferably in social justice or related areas;
- Deep familiarity with the national liberal/progressive philanthropic community, as well as with national trends in fundraising;
- Experience with funders of all kinds ranging from major national foundations to high profile individual donors;
- Experience with or willingness to explore equity driven strategies in the development of the department’s annual operation’s plan;
- Excellent oral and written communications skills and the ability to express oneself clearly to both expert and larger public audiences;
- Open to travel; and
- A sense of humor, strong interpersonal skills, collaborative, and flexible working style.

# Compensation and Benefits

This is a full-time, salaried position with benefits. Compensation negotiable based on experience and commensurate with organizational salary structure.

## How to Apply

Ms. Foundation for Women has retained Morten Group, LLC to conduct this search.

Applicants should email a cover letter and resume in PDF format to **executivesearch@mortengroup.com** with the subject line “MFW – Vice President of Advancement Search.” Cover letters will be evaluated as a writing sample and should include the applicant’s salary requirements. Application materials must be directed to the email address above. No phone calls, please.

Ms. Foundation for Women is an equal opportunity employer and does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy), gender identity and/or expression, national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factors. **We are accepting applications until the position is filled, however, for best consideration please apply by April 26th, 2019.** Applicants from historically underrepresented and/or marginalized communities, including people of color, are strongly encouraged to apply.

