

Position Specification

Vice President, Development
Grand Rapids Community Foundation
Grand Rapids, MI





Vice President, Development

Reporting To	President / Chief Executive Officer
Direct Reports	Major and Planned Gifts Director, Director of Philanthropic Services, Development Director, and Campaign Coordinator
Location	Grand Rapids, MI

Grand Rapids Community Foundation

<https://www.grfoundation.org/>

Founded in 1922 as Michigan's first community foundation, Grand Rapids Community Foundation builds on a century of service and impact in Greater Grand Rapids. The Community Foundation provides grants to nonprofits, scholarships to students and other supports to eliminate barriers to opportunity, prosperity and belonging. It is a nonprofit organization that connects people, passion and resources.



Its **North Star** is the direction of Grand Rapids Community Foundation's current and future work as they look to overcome the racial, social and economic inequities that persist today:

For West Michigan to grow and prosper, we must make sure that everyone can apply their talents and creativity to fuel our future. It is only by connecting across perspectives and overcoming inequities that we can build and sustain an inclusive economy and thriving community.

The mission of Grand Rapids Community Foundation is to build and manage Kent County's permanent endowment and lead the community to strengthen the lives of its people. The work of Grand Rapids Community Foundation is guided by its

Mission, Vision, Values, and Vital Behaviors:

Mission: Our Mission is to build and manage our community's permanent endowment and lead the community to strengthen the lives of its people.

Vision: We envision a magnetic and interconnected West Michigan community.

Values: Integrity, Excellence, Inclusion, Sustainability and Bold Aspirations

Vital Behaviors: Give & Receive Openly, Build Trust with Each Other, Create Brave & Safe Space, Embrace Vulnerability, Accountability



Grand Rapids Community Foundation Team



Throughout its history, Grand Rapids Community Foundation has walked alongside community partners championing for social justice and issues like HIV/AIDS, child abuse and neglect, affordable housing, and equitable access to education. Its partners have consistently trusted Grand Rapids Community Foundation to help bring key issues to the forefront to build the community will, investment, and collaboration needed to inspire change.

The Community Foundation helps local philanthropists leave a lasting legacy by stewarding their assets to accomplish their unique goals. It builds and manages a permanent endowment to provide resources to address pressing issues impacting the community. Grand Rapids Community Foundation works with its partners to use the tools of philanthropy to find solutions to the community's most pressing issues and work toward an inclusive and equitable West Michigan.

Since 1930, gifts from donor partners have made it possible for the Community Foundation to award more than \$291 million in grants and scholarships to benefit the community. As of fiscal year end 2024 it had assets of \$448 million with a portfolio of more than 850 funds managed. Further details may be found in the Grand Rapids Community Foundation [Annual Report](#).

A [Board of Trustees](#), consisting of members of the community, sets the mission and guides Grand Rapids Community Foundation as it seeks to achieve its North Star. The Community Foundation has 34 team members who work at one location - 185 Oakes Street SW in Grand Rapids, Michigan. It currently operates in a hybrid work environment with team members working in the office at least three days per week. Its work is also supported by 200+ volunteer partners

In 2024 the Community Foundation welcomed [LaSandra Gaddy](#) as its new President and CEO. Gaddy brings a renewed commitment to reinforcing Grand Rapids Community Foundation's identity as an organization committed to social change.



*LaSandra Gaddy, President and CEO
Grand Rapids Community Foundation*

Scope and Responsibilities

The Vice President, Development (Vice President) plays a critical role in growing Grand Rapids Community Foundation's impact in Greater Grand Rapids. They will accomplish this by bringing a growth mindset to the team. The Vice President will play a key role in expanding existing relationships and initiating new ones. They will have a proven commitment and a demonstrable track record in ongoing donor engagement, cultivation, follow-up, and sustaining long-term relationships. The ideal candidate will complement and expand the President and CEO's and the Community Foundation's extensive network by leveraging their own contacts and creatively identifying new relationships.



Each year, Grand Rapids Community Foundation awards over \$1 million to hundreds of students pursuing higher education.

The Vice President is responsible for leading the planning and implementation of the Community Foundation's fund development and philanthropic service strategies and for the oversight of all department team members. In addition to the management of the Development Department as a whole, they will provide leadership and direction to the fund development and philanthropic services functions to ensure the success of team members.

The Vice President is a member of the Senior Leadership Team and will work collaboratively with their colleagues across other departments on development and execution of internal and external long-term strategic goals as well as management of the Community Foundation's overall operations. They will have a demonstrated understanding of and commitment to the Community Foundation's mission and North Star, and



extensive experience partnering effectively with individuals from various cultural, social and ethnic backgrounds. They will foster a collaborative work environment within the department and across the organization, effectively communicate around sensitive issues, and demonstrate cultural awareness and active listening.

The Vice President's responsibilities include, but are not limited to the following:

Fund Development and Philanthropic Services

- Facilitate the development and implementation of annual strategic goals and work plans, for fund development and philanthropic services, that support and align with the Community Foundation's priorities.
- Lead the fundraising efforts of the organization, including developing strategies around donor cultivation, solicitation and stewardship, and ensure team members have the necessary resources to meet department goals.
- Responsible for working directly with a portfolio of prospects, donors and professional advisors to build trust, increase giving and strengthen understanding of the Community Foundation and its work.
- Demonstrate best practices in the ongoing communication and follow-up with their personal and departmental portfolio.
- Extend the Community Foundation's existing network of relationships by capitalizing on their knowledge of and connections within the community.
- Direct and facilitate the planning, rollout and completion of any current or future Community Foundation campaigns.

Strategy and Leadership

- Lead a collaborative team in developing annual department and individual work plans that include a full range of fundraising and philanthropic service activities. Activities include the promotion of philanthropy, prospect cultivation, stewardship, philanthropic (donor) services, planned, annual and major gift giving.
- Responsible for creating and managing an annual budget that reflects the department's goals and activities.
- Oversee that team members keep informed of any legal and technical issues along with new opportunities related to the community foundation and philanthropic field.
- Collaborate with the President and CEO and the Senior Leadership Team to set the strategic vision for the Community Foundation. Assist with organizational leadership, setting policies, operations and issue management.

Team Development

- Attract, develop and retain high-performing team-members empowering them to elevate their level of responsibility and performance.
- Mentor and coach, as part of the performance development process and regular discussions, team members to be successful in their current position and prepare them for potential future roles.
- Promote an inclusive and equitable work environment that fosters open communication, feedback, trust, innovation and teamwork.

Selection Criteria

- Bachelor's degree required in the area of development, communication, business administration, nonprofit management, or other related field. Master's degree preferred.
- Ten plus years of development and fundraising experience, including relationship management, planned and major gifts, campaigns and leading a successful fundraising team.



A Grand Rapids Community Foundation grantee, Baxter Community Center offers a child development center, a holistic health center, a free food and clothing marketplace, dental care, and out-of-school time programming for students.



- Experience in the Community Foundation or non-profit sector a plus.
- Certified Fund-Raising Executive (CFRE), Chartered Advisor of Philanthropy (CAP) or other fundraising certification preferred.
- Experience building, developing and retaining a highly successful and dedicated development team.



*\$245 Million in Grants and Counting:
Grand Rapids Community Foundation supports a broad spectrum of initiatives in education, the environment, health, arts and social engagement, neighborhoods and economic prosperity.*

Personal / Professional Attributes

- Ability to establish and maintain authentic, trusting and inclusive relationships with a diverse network of individual, nonprofit and community partners in a culturally competent manner.
- Highly motivated, self-starter with strong organizational skills and the ability to perform and prioritize multiple tasks with excellent attention to detail.
- Demonstrated ability to develop and implement successful fundraising strategies.
- Exceptional written, verbal and interpersonal skills, both external and internal.
- Working knowledge of project management tools and Microsoft Office (Teams, Outlook, Word, Excel and Power Point) and Adobe Acrobat. Experience with AkoyaGo a plus.
- Ability, and commitment, to establish a work environment in which collaboration, feedback, trust, respect and honesty are valued.
- Ability to manage confidential information with discretion.

Contact Information

Individuals who are interested in applying or learning more, or would like to nominate a potential candidate, please contact a member of DHR Global's Nonprofit Practice listed below:

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Grand Rapids Community Foundation is an equal opportunity employer committed to hiring and retaining a diverse workforce. We support and comply with applicable state and federal laws prohibiting discrimination in the workplace.

Grand Rapids Community Foundation strives to actively demonstrate its commitment to diversity, equity, and inclusion and the pursuit of racial, social and economic justice in all aspects of our organizational culture and operations, internally and externally. It is the expectation that their team members, committees and Board of Trustees share this commitment and continuously work to deepen their understanding in these areas.