

Development Director for Viva USA

INTRODUCTION

Founded in 2001, Viva has just completed a vision and strategy process that articulates ambitious goals for network and program development over the next 10 years that will bring lasting change to some of the most vulnerable children on earth, giving many thousands of children a voice to a world often disconnected from their plight. As a result, we anticipate our significantly growing our annual budget over the next five years so that we are able to help networks of Christian organizations across the world work better together – to find joint solutions to issues and to increase their positive impact on children at risk. We are therefore increasing our global fundraising capacity accordingly in the USA, Hong Kong, and the UK with the expectation that all three regions will have responsibility for their own share of the required annual fundraising income.

Viva USA is therefore looking to appoint an Development Director who will be part of an international fundraising team, managed from the UK. The post holder will be responsible for all major gift fundraising in the USA in order to meet an annual target. He or she will be an experienced individual who has outstanding relationship building skills and proven ability to secure significant gifts from major donors who share our vision and passion for protecting children at risk worldwide. The post holder will have responsibility for securing an increased and sustainable annual income for Viva from the USA over the coming years, primarily from individuals but also from churches and foundations where appropriate.

ABOUT VIVA

Viva longs to see children released from poverty and abuse and free to fulfil their God-given potential.

What is distinctive about Viva is the way we pursue our mission. We connect organizations who share our heart for children and build their capacity so they develop into dynamic networks. This enables the networks to roll out collective action projects that lead to much greater impact and influence in their cities than any individual organization.

Our focus is children who are at risk of poverty, trafficking, abandonment, displacement or abuse. We want to see children safe, well and growing up in secure family environments. We want the communities around them equipped to nurture and protect children effectively.

Viva now has 22 years' experience in starting and developing locally-led, action-oriented networks of small, grassroots Christian ministries and churches to fulfil our mission. We have now developed 38 community networks in 27 countries, which comprise 2,500 churches that are changing the lives of over 2.2 million children around the world.

Our approach, programs and tools embody leading-edge research on the increased impact that is achieved through effective collective action. We are increasing the quantity, quality and depth of work through:

- Nurturing integrated initiatives for children
- Activating new local investment for children
- Catalysing long-term solutions for children
- Amplifying the voice of Christian advocacy for children
- Challenging cultural views that diminish the importance of children

Recent independent research into the effectiveness of Viva's work found that:

- 94% of the organizations interviewed had increased the number of children they served specifically as a result of their participation in a Viva partner network.
- 80% of Viva network members report that, as a result of the networks' efforts, "more people in the community care about vulnerable children and families".
- 100% of the individual network member organizations interviewed stated that network participation had "positioned them for sustainability over the long term".
- Over 50% of Viva's networks worldwide have achieved sufficient reputation and recognition that they now have formal, documented agreements with their city and national authorities.

If you share our passion to reflect God's heart for children and help them to flourish, this is an exciting time to join us as we enter a new phase of growth over the next five years.

See www.viva.org for more information.

To apply for the role, please [return](#) your resume and covering letter to hr@viva.org
We will be constantly reviewing applications for the role.
For an initial conversation about the role, please contact hr@viva.org
You will be contacted if you have been successfully shortlisted for interview.

Development Director for Viva USA

Full time / Part-time:	Full or Part time considered
Reporting to:	Chief Executive Officer (based in UK)
Relating to:	Fundraising Consultant (based in UK)
Salary:	Salary commensurate with relevant experience
Location:	USA – likely to be near a hub airport as extensive travel within the US is expected

Overview of Role

As Viva USA's Development Director you will build Viva's presence in the USA in a strategic and professional way and in line with Viva's brand identity and current global fundraising strategy. The aim is to generate financial support that secures Viva's work globally, on an annual basis and for long term sustainability. You will therefore focus particularly on forming key relationships with major donors and churches. This work will include identifying and developing opportunities for engagement, solicitation and stewardship programs, and working with supporters to engage others within their own circles, working environment, and congregations. This will include key management of regular communications, event representation, and management of Viva events.

The role includes developing effective communication streams between Viva offices, partner networks and those who support our vision and mission. You will be part of, and supported by, an international team based in the UK and a proactive and engaged US Board. As Development Director you will take overall responsibility for Viva's activities in the USA and in engaging other USA based key stakeholder groups such as development sector leaders, Government and NGOs etc.

Key Responsibilities

Fundraising (75%)

It is expected that the Development Director will spend the majority of their time raising committed and one-off income from existing and new donors. In consultation and collaboration with the Global Fundraising Team based in Oxford, UK, the Development Director will:

- Develop the global fundraising strategy for specific delivery and success in USA
- Strengthen existing and develop new relationships with supporters (especially major donors)
- Identify and engage potential new donors through existing donor networks, churches, and other sources
- Proactively identify and manage a pipeline of major donors, developing and implementing prospect plans for each
- Utilize Viva's fundraising media resources and key Viva events for engagement
- Make financial asks from supporters, increasing income and regular giving to specified targets
- Identify new opportunities to demonstrate Viva's impact to major donors
- Identify potential new sources of funds and build relationships with funders
- Ensure timely follow up communication with current and prospective donors, acknowledging gifts and following Viva procedures for on-going capturing of donor information
- Work collaboratively with the UK-based Global Funding Director as they prepare and submit grant applications to USA based organizations

Representation and Strategic Partnerships (15%)

- Represent the global vision of Viva and, over time, develop strategic relationships with the following:
 - Projects, organizations and agencies working with children
 - Christian networks and church leaders
 - Resource providers and funders e.g. trusts and foundations, corporations via CSR initiatives
 - Government and secular agencies
- Represent Viva, in person, at regional development sector and other high-level events and initiatives in the USA
- Identify and establish strategic partnerships and collaborations ensuring action plans and follow-through
- Identify regional players concerned with children, link them into the Viva movement regionally and encourage participation and unity of voice
- Take responsibility for Viva brand and reputation management in the USA to ensure all areas of communication are engaging, succinct, clear and appropriate to the relevant audience

Governance and Management (10%)

- Working with Viva's senior staff based in the UK, help service the US Board to fulfil their governance responsibilities
- Work with US board treasurer to ensure budgets and all financial accounting in the USA is accurate and sent to UK in a timely manner
- Ensure information sharing and connection to the wider Viva picture
- Take ownership of all needed reporting

Viva operates a single global fundraising strategy and staff team. The Development Director will work together with the three UK-based fundraising and outreach managers (roles that cover Foundations, Communication, and UK Church and Individual Fundraising), and will be equipped through the shared development of resources, good practice and wider learning. Line management will be provided by Fundraising and Outreach Team Manager (based in the UK) but there will be a lot of contact with the UK based Fundraising Consultant who takes the lead for developing global fundraising strategy. The CEO travels to the US regularly to meet with foundations, significant donors, board members and other stakeholders. The Foundations Director takes the lead in relating to US based foundations and travels as necessary. In time some of the relationships with major donors and foundations are likely to transition to the US Development Director but the initial priority for this role is the creation of new relationships. There will be regular appraisals to evaluate the Development Director's performance and review the job description. Strategic decisions that will affect Viva USA's overall program will be taken collaboratively with the CEO and the Viva USA Board.

Person Specification (E) Essential (D) Desirable

We are looking for a candidate who will be passionate about Viva and can demonstrate the three key skills of being a self-starter, being able to build relationships with a wide range of individuals, and being able to close deals.

You will quickly become familiar with our programs, development work and what the networks need to thrive and be able to communicate this clearly and concisely to a range of different audiences. You will understand the range of global issues that affect vulnerable children and how the networks and programs we support are addressing these issues, together with their impact and future sustainability.

You will have previous experience in charitable fundraising and/or sales/marketing, relationship management, and interest in or knowledge of international development. You will be self-motivated and organized – able to work with a line manager in the UK and with the Board and volunteers in the USA. You will be able to see the big picture and also focus on achieving the strategic and tactical imperatives in the midst of many opportunities. You'll be a committed and practicing Christian with a genuine personal faith.

Education and Training

- Bachelor's degree or equivalent (E)
- Fundraising and/or marketing qualification (D)

Experience, Knowledge and Skills

- Ability to build relationships with a range of individuals and organizations (E)
- Inspiring and clear communicator, both written and verbal and fluent in spoken and written English, with public speaking skills (E)
- Experience in networking among senior executives, church leaders and grant-making bodies (E)
- Proven decision-making and problem-solving skills (E)
- Willingness to accept responsibility (E)
- Ability to create, monitor and keep to budget (E)
- Proven attention to detail (E)
- Experience in fundraising and supporter development, with an understanding of fundraising strategies (E)
- Experience of working with groups helping children (D)
- Facilitation skills in large and small, formal and informal settings (D)
- Experience of setting up efficient systems and procedures (D)
- Sales skills (D)
- Project and event management (D)

General Qualities

- Self-motivated, pro-active and flexible (E)
- Ability to work calmly under pressure and respond to deadlines (E)
- A heart for children and vulnerable families (E)
- An identification with and acceptance of the Christian aims and values of Viva (E)
- Personable and a team player (E)
- A commitment to good practice (E)
- Proven IT skills (MS Office Suite) (E)
- Understanding of the international development sector (D)
- Experience working in cross culture environment or international organization (D)
- Negotiation skills (D)

Terms and Conditions of Employment

The post holder will work from home with frequent travel within the US and a number of international trips each year. The appointment will be confirmed, subject to a satisfactory six-month probationary period. It is a requirement of all staff to be familiar with and comply with our policies including our values, Child Protection Policy and Code of Conduct.

Contact and Application

- To apply for the role, please return your resume and covering letter to hr@viva.org
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