

ASPEN • LEADERSHIP • GROUP

VICE PRESIDENT OF DEVELOPMENT FAMILY LEAGUE OF BALTIMORE

Baltimore, Maryland

<http://familyleague.org>



The Aspen Leadership Group is proud to partner with Family League of Baltimore in the search for a Vice President of Development.

The Vice President of Development serves as the lead fundraising strategist and is responsible for all aspects of the development program. The Vice President of Development plays a key role in the organization, serving on the leadership team as well as directing fundraising efforts to aid the growth and scale of Family League initiatives. The Vice President of Development will build and maintain constituent relationships; develop and execute growth, retention, and acquisition strategies for donors; and coordinate engagement opportunities, including the planning and implementation of annual fundraising campaigns. The Vice President of Development is responsible for implementing Family League's annual development plan.

Since 1991, Family League of Baltimore has mobilized resources, empowered communities, and built the capacity of organizations to provide children and families with high quality programs and services that help them reach their full potential. Family League uses its deep experience in resource management to collaborate with stakeholders to improve opportunities across the city. Family League's goal is that by 2030, all children in Baltimore will be born healthy, succeed academically, graduate high school, and transition into higher education and the workforce.

Family League funds more than 100 community-based organizations to do this work, and uses data to effectively measure its outcomes. In 2015, Family League granted almost \$14 million to organizations to help fulfill its mission of creating lasting outcomes for children, families, and communities.

Family League builds the capacity of organizations, enabling them to provide families with high quality programs and services. Family League lifts up organizations and recognizes Baltimore is home to many different communities. Working closely with partner organizations, Family League sets shared expectations to address and develop programs and services for each community's specific needs.

Family League brings together stakeholders from government, public, and private sectors, working with them toward the common goal of helping all Baltimore families reach their full potential. By working on the ground with these agencies, Family League reduces duplication of services, ensuring children and families receive enhanced access to resources. Family League engages, informs, and collaborates with leaders and policymakers to create an efficient network of opportunities for children and families in Baltimore through policy recommendations at the local, state and national levels.

REPORTING RELATIONSHIPS

The Vice President of Development reports to the President & CEO.

PRIMARY RESPONSIBILITIES

The Vice President of Development will

- serve as the leader of Family League's interdisciplinary approach to planning, coordinating, and implementing all fundraising activities including, but not limited to foundation relationships and requests, major gifts, corporate campaigns, and special events;
- direct grant writing for all private and public grants, acting as the lead writer;
- support proposal writing for direct public funding;
- prepare, implement, and evaluate an annual Development Plan in partnership with the President & CEO and the leadership team;
- prepare and present fundraising reports to the President & CEO and the Board of Directors;
- ensure that development activities are positively linked to external relations activities;
- build and maintain positive relationships with donors;
- build and maintain effective, positive relationships with board members and staff across the organization;
- direct moves management activities;
- set goals, strategy, and messaging for friend raising, fundraising, and stewardship events;
- work with the President & CEO to foster a culture of philanthropy across the organization;
- represent Family League in the community as a member of the leadership team;
- manage and coach assigned Development staff and consultants;
- manage special projects or programs related to the advancement of Family League as needed;
- support the implementation of special events, including anniversary celebrations and the Annual Meeting & Celebration;
- provide ongoing education to the Board of Directors on topics that enhance their effectiveness as fundraisers; and
- perform other duties as assigned by the President & CEO.

KEY COLLEAGUES



Jonathon Rondeau, President & CEO

Jonathon Rondeau joined Family League of Baltimore as President & CEO in February 2013. Under Rondeau's leadership Family League of Baltimore develops and implements collaborative solutions to help Baltimore's struggling, hard-working families achieve their dreams of a better life, with the goal that by 2030 all children in Baltimore will be born healthy, succeed in school, graduation high school and transition to college or the

workforce.

Previously, Rondeau served as Chief Program Officer at Melwood for more than five years. Rondeau restructured Melwood's programs and services to strengthen organizational finances and program quality. Prior to joining Melwood, Rondeau worked at The League for People with Disabilities where he oversaw recreational and support programs.

In 2014, Rondeau was selected by the *Daily Record* as a *VIP: Success by 40* honoree. Rondeau is a member of the United Way of Central Maryland, Baltimore City Partnership Board, the Baltimore Education Research Collaborative Executive Committee, and John Hopkins University Urban Health Institute Community-University Advisory Board. He is a 2013 graduate of Leadership Maryland and 2011 graduate of Leadership Southern Maryland.

Rondeau's past community involvement includes Human Services Coalition of Prince George's County, Vice Chair Board of Directors, Arc of Maryland Board of Directors, Past-President of the American Camp Association Chesapeake Section. Rondeau holds a master's degree in Nonprofit Management from the Notre Dame of Maryland University and a bachelor's degree in Rehabilitation Counseling and Disability Studies from Springfield College. Rondeau is a proud resident of Baltimore City.



Demaune Millard, Chief Operating Officer

Demaune A. Millard joined the Family League of Baltimore in 2013 with years of public policy and legislative advocacy experience at the local, state and federal levels. Millard's body of work includes tenures on Capitol Hill as a legislative staffer in the U.S. Senate, the State House in Annapolis, and K Street in Washington's major lobbying corridor as well as Baltimore's City Hall.

Millard successfully leveraged public private partnerships as a consultant. Millard currently oversees all initiative operations beginning from pre-natal through college and career and manages the Family League's public relations, communications, equity, and public policy portfolios. Millard is a lifelong resident of Baltimore City and earned a Bachelor of Business Administration in Finance from Howard University in Washington, D.C.



Jeff Walley, Chief Financial Officer

Jeff Walley has been the Chief Financial Officer since March, 2013. His responsibilities include Accounting and Financial Reporting, Budgeting, Banking, and Risk Management. He supervises the Finance, IT Systems and Funded Partnerships teams. Walley came to the Family League in 2010 and performed Program Budgeting and Accounting and Contract Compliance duties within the Finance department prior to his promotion to CFO.

Walley has 30 years of experience in accounting and finance, primarily with non-profit organizations. Prior to coming to Family League, Walley worked at the Pittsburgh Presbytery, a judicatory affiliated with the Presbyterian Church U.S.A. where he was responsible for all Finance and Administrative functions. Walley holds a Bachelor of Science degree from the University of South Florida.



Julia Baez, Chief Strategy Officer

Julia Baez will begin her new role as Chief Strategy Officer in January 2016. In this role, she will focus on systems building, professional development, research & evaluation, and strategic growth. She currently serves as the Senior Director of Initiatives for Family League of Baltimore. Baez oversees Family League's continuum of work for school age youth and families in Baltimore. Baez came to Family League in 2012 to lead the development and expansion of Family League's largest initiative, the Community and School Engagement (CSE) Strategy.

Before joining Family League, Baez worked for Baltimore City Public Schools as a Family and Community Engagement Specialist with Elementary Turnaround Schools. During her time at City Schools, Baez coordinated work around Title I, Fair Student Funding, District Policy and Family and Community

Engagement. Prior to joining City Schools in 2008, Baez was the Director of a 21st Century Community Learning Center in Southeast Baltimore and a Middle School Spanish Teacher.

Baez grew up in Baltimore and graduated from Dickinson College with a focus on International and Latin American Studies and completed her teaching certification coursework at the Johns Hopkins University. Baez continues to call Baltimore City home.



Karen Janssen, Senior Director of Funded Partnerships

Karen has been part of Family League since 1995 and currently manages all of the organization's grants and contracts, including putting an emphasis developing and maintaining lasting relationships with funded partners.

She developed a comprehensive proposal-writing workshop for novice grant writers and is a peer reviewer for Maryland Association of Nonprofit Organizations' Standards of Excellence Program. Janssen holds a BA in social work and psychology from UMBC and an MS in special education from Johns Hopkins University



Jonathan Carter, Senior Associate

Jonathan Carter joins Family League in December 2015 as a Senior Associate. In this role he will support a number of organization-wide efforts, including new initiative development, grants management, and relationship building with government funders. He has 10 years' experience in the human service field, in both macro-level and direct-service settings, working with and on behalf of children, youth, and families. He received his Bachelor of Arts from Davidson College in North Carolina and his Master of Social Work from the University of Maryland Baltimore, where he is also an adjunct faculty member. Carter lives in Baltimore with his wife and son. They enjoy exploring Baltimore's many neighborhoods and the hidden gems in each of the communities.

CANDIDATE QUALIFICATIONS AND QUALITIES

The ideal candidate for the position of Vice President of Development will have

- commitment to working with a diverse team on implementing culturally inclusive practices and participating in dialogue on equity in the communities served;
- strong knowledge of Baltimore landscape, with emphasis on underserved and low-income populations;
- significant experience in all aspects of donor cultivation and stewardship and proposal writing, reporting, and coordination of grant writing;
- self-motivation and comfort working in a collaborative team environment.
- proficiency in Word, Excel, and calendaring software;
- strong aptitude for learning new software programs and identifying appropriate software tools to meet organizational needs;
- ability to be focused and detailed, meet deadlines, and juggle multiple tasks and work as part of a team; and
- excellent written and oral communications skills with a focus on strong writing, proofreading, and copy-editing.

The successful candidate will have six to ten years of experience in fundraising and development, with progression in leadership roles and a Bachelor's degree. An advanced degree is preferred.

SALARY & BENEFITS

Family League offers a robust benefit package for full time employees that includes:

- Health/Dental/Vision Insurance at 85% of premiums
- Company-paid deductible on health plans through an HRA
- Medical and Dependent Care Flexible Spending Account options
- Company-paid life insurance, short-term and long-term disability insurance
- Employee Assistance Program
- Work-Release Volunteer Time
- 10+ Holidays per year
- 20 days vacation accrued annually
- Safe Harbor 401k with up to 5% company match
- Tuition Reimbursement
- Free Parking at the office

Annual salary for this position is \$120,000.

LOCATION

This position is located in Baltimore, Maryland. Baltimore city residency is required for this position within 90 days of hire.

APPLICATION DEADLINE

Before sending your résumé for this position, please read it over for accuracy. Review of applications will begin immediately and continue until the successful candidate has been selected.

To nominate a candidate, please contact Tim Child: timchild@aspenleadershipgroup.com.

All inquiries will be held in confidence.