



**Job Title:** Director, Vermont Women's Fund  
**Department:** Philanthropy  
**Reports to:** VP for Philanthropy, Vermont Community Foundation  
**Effective Date:**  
**Salary Range:** \$90,000 - \$105,000 salaried exempt  
**Location:** Hybrid, Vermont

### **About the Vermont Women's Fund**

The [Vermont Women's Fund](#), a component fund of the [Vermont Community Foundation](#), was established in 1994 as an enduring source of philanthropy to support Vermont women and girls. The Women's Fund is the first philanthropic resource in the state dedicated exclusively to this mission. The Fund works to improve the lives of young women and girls in Vermont by targeting philanthropic giving, forging statewide strategic partnerships, funding research, and supporting programs that address their fundamental economic, educational, and social needs.

The Vermont Women's Fund Council advises the Director and participates in grantmaking, fundraising, and leadership work. The Community Foundation provides strategic, operational, financial, and administrative support to assist The Women's Fund in delivering its mission.

### **The Opportunity**

Entering its fourth decade, the Vermont Women's Fund (VWF) seeks a new Director who will be its lead voice and champion on behalf of Vermont women and girls. The ideal candidate is committed to working with the VWF Council to grow the fund and build capacity to improve the economic and social conditions experienced by Vermont women and girls. The VWF doubled its endowment to \$6 million in the last three years and launched strategic initiatives such as *Change The Story* and *This Way UP*. As the VWF's chief development officer, the most successful candidate will be a curious and collaborative fundraiser whose vision garners robust charitable support and inspires donors, leaders, organizations, and businesses to maximize their collective impact.

VWF's guiding values include shared power, revolutionizing systems, and equity for all. These values are drivers for advancing structural change, so that all women, inclusive of cis and trans women as well as non-binary people affected by gender oppression, can thrive. As part of the Vermont Community Foundation, the fund shares a belief that giving is a mechanism for fostering connection, strengthening community, and driving change.

The Director reports to the Community Foundation's Vice President for Philanthropy and is responsible for contributing to the organization's consistent achievement of its mission and financial objectives.

This is a full-time position.



## Essential Responsibilities

The Director is responsible for:

- Leading strategy, development, and execution of annual and long-term development plans to secure funds for general operating support, pooled funds, and campaigns. Development plan includes planned giving, private donors, corporations, foundations, donor advised funds, and other sources. The current goal is to increase the endowment to \$10 million in the next five to seven years through the expansion of leadership-level donors and stewardship of existing donors.
- Cultivating programmatic partnerships that bring new funding, resources, and opportunities to the VWF. Current key partners include organizations such as Vermont Works for Women and the Vermont Commission on Women.
- Working with the Community Foundation's Grants and Community Impact (GCI) team and the VWF Council to design and manage a mid-six figure grantmaking program to maximize impact.
- Collaborating with GCI team to develop programs that leverage VCF mission investment tools as mechanisms for achieving further impact.
- Overseeing the VWF Council, a diverse group of advisors and leaders across the state, and collaborating on the fund's activities and strategic initiatives.
- Developing and monitoring department budget, and goals, and instilling strong fiscal management.
- Communicating with the VP of Philanthropy on strategy, goals, and progress.
- Promoting insight and shared learning by working across departments at the Foundation.
- Managing staff, as needed, with a focus on serving as a coach and mentor while providing opportunities for career growth and skills building.
- Managing and deploying outside vendors and resources.
- Engaging volunteers in fundraising priorities.

## Key Competencies

- Fundraising: Effective fundraiser and a strong working knowledge of principles, ethics, and practices of effective fundraising. Experience with impact investing and philanthropy is a plus.
- Marketing: Ability to develop and implement marketing plans and strategies that build awareness of VWF's mission, vision, and impact.
- Passion and experience: A demonstrated commitment to community and building strong partnerships through trust and accountability.
- Curiosity, innovation, and creativity: Has the ability to think critically. Develops innovative and creative approaches to delivering on the VWF's mission. Motivated to explore strategies that respect the dignity of all people and willing to boldly take on issues and challenges facing women and girls in Vermont communities.
- Execution and implementation: Ability to work effectively and collaboratively with internal and external stakeholders to generate and execute ideas. Strong organizational and time management skills with ability to juggle multiple priorities.



- Communication: Strong oral and written communication skills and adept at working in a hybrid work environment, adapting communication methods as appropriate.
- Decision making: Makes well-balanced good decisions.
- Public speaking: Is comfortable and effective speaking, facilitating, and making presentations in a variety of settings: one-on-one, small/large groups, with peers, leaders, etc.; commands attention and can manage group process during the presentation.
- High integrity, confidentiality, and ethical conduct: Aligns with the guiding values of the VWF and core values of the Community Foundation.

### **Experience**

- Extensive experience in a senior fundraising or leadership role with a seasoned record of securing major and planned gifts and achieving budgeted revenue goals. Successful experience making asks of high net-worth prospects; successful experience writing proposals.
- Experience working in nonprofits.
- Experience working with gender, racial, and economic equity programs a plus.
- Ability to represent a state-wide organization and interact and collaborate with colleagues from a range of backgrounds, including experience and comfort working with transgender and gender non-conforming people and people with disabilities.

**Location: This position is hybrid with access to our offices in Burlington and Middlebury.**

### **Instructions for Applying**

Please send your resume and a cover letter to [careers@vermontcf.org](mailto:careers@vermontcf.org). Applications will be accepted until the position is filled.

*The Vermont Community Foundation is an equal employment opportunity employer. Employment decisions are based on merit and business needs, and not on race, color, religion, gender, gender identity, sex, age, marital or civil union status, national origin, ancestry, sexual orientation, place of birth, citizenship, military or veteran status, HIV status, genetic information, disability, or any other legally protected status as defined and required by state and federal laws.*