



Job Posting

Position Title: Associate Vice President (AVP), Development
Direct Supervisor: Chief Development Officer

Employment Type: Full-Time Exempt
(40 hours/week)

Position Posted On: Oct. 1, 2024

Salary Range: \$130,000-\$145,000

Location: Remote, within commuting distance to
Mid-Atlantic & Northeast (NYC to DC corridor)

Position Start Date: as filled

Position Summary

Embark on a transformative journey as a leader at Horizons National, a rapidly growing nonprofit network committed to advancing educational equity. We are seeking an experienced, best practices fundraiser with a data-driven, tenacious, and entrepreneurial approach who is eager to support the re-energizing of fundraising and stakeholder engagement efforts at Horizons National. The AVP is a leader on the Horizons National Development Team, serves as an ambassador for philanthropy across the Horizons Network, and is a collaborative partner with departments across Horizons National. The position is remote, based in the U.S.

Candidates must reside within easy access and commuting distance to the Mid-Atlantic and Northeast (NYC to DC) corridor.

About Horizons

At Horizons, we envision a future in which every child thrives. Horizons National is the central office of a nation-wide network of education programs that advance educational equity by building long-term partnerships with students, families, communities, and schools to create inspiring learning opportunities outside of school. Horizons affiliates, along with Horizons National (HN), make up the Horizons Network: a powerful community dedicated to increasing opportunity for children from communities that have been historically, systemically, and structurally under-resourced. Horizons' hallmark 6-week summer program engages over 7,100+ students annually from Pre-K through high school, who return to the program each year for project-based literacy, art, and STEM, field trips, swimming, healthy living, and community building in a joyful, supportive environment.

The first Horizons program began in 1964 in response to the Civil Rights Movement. The original program helped local students accelerate learning and broaden their experiences, including learning to swim. In 1995, Horizons National (HN) was formed to spread the successful model to more communities. Today, there are 70 Horizons sites in 20 states, and the Network continues to expand every year. In addition to program expansion, HN is responsible for supporting Horizons affiliates with a suite of training and resources, professional development, peer-led communities of practice, and Network convenings including the Horizons National Annual Conference.



About Horizons National

At Horizons National, we have two primary roles: to expand the Horizons Network and to support and provide quality assurance to affiliates. The Horizons National staff is small and mighty and motivated by our mission, working collaboratively across teams to ensure that we achieve our goals. Each staff member contributes their unique strengths to the organization and has continued opportunities to learn, share ideas, take innovative risks, and think strategically. Just as we work to ensure caring, welcoming environments for Horizons students, we prioritize the well-being of our staff - offering flexible work schedules, generous benefits packages, remote work options, various communication channels, and opportunities to connect with colleagues remotely and in-person.

Our Commitment to Equity, Diversity, Inclusion, and Belonging

As an organization whose central purpose is to mitigate inequities in education, Horizons is committed to Equity, Diversity, Inclusion, and Belonging (EDIB), and we strongly denounce racism, sexism, and discrimination of any kind. Our [Equity Framework](#) guides our work, underpins all of our staff and board planning, and we commit to ensuring that all members of the Horizons community have the opportunity to flourish. All staff members of Horizons National are expected to engage in thoughtful discussions, be self-reflective, and be willing to challenge themselves and others to learn and grow continuously. We are eager to welcome future HN team members who share our commitment to EDIB, and we strongly encourage individuals from diverse backgrounds to apply.

Position Primary Responsibilities

Key Responsibilities: As the AVP, Development, you will collaborate closely with the Chief Development Officer, Horizons National Management Team, and affiliates nationwide. Primary responsibilities include:

1. Annual Giving

- Establish a sustainable annual giving program that focuses on donor engagement and building HN's fundraising pipeline. HN's annual giving program focuses on acquisition, renewals, upgrades and transitioning donors to the major gift pipeline.
- Develop strategy and execute all aspects of HN's annual giving program, including Horizons Giving Day and the Annual Appeal.
- In collaboration with Chief Development Officer, Senior Director of Development Strategy and Operations, and Finance team, develop and implement solicitation strategies for recurring giving, employer matching gifts, and non-cash giving (stocks, securities, DAF's, IRA's).
- Develop and implement a digital (social and email) strategy to support HN Development's efforts to deepen engagement with new and existing stakeholders and build the fundraising pipeline.
- Foster ongoing relationships with individual donors and build a pipeline of high net worth prospects through outreach and engagement to donors giving below \$10K annually; qualify prospects and elevate to major and principal giving as appropriate.
- In partnership with Senior Director of Development Strategy and Operations, analyze HN donor behaviors and trends to influence future fundraising strategies.



2. Corporate Sponsorship

- In partnership with HN affiliates, develop and pilot a corporate sponsorship program that builds financial support for HN while providing capacity building support to affiliates and employee engagement opportunities for corporate partners.
- Develop and execute strategy for event-related corporate sponsorships, including sponsor stewardship and benefit fulfillment.
- Complete prospect research to identify new corporate sponsorship prospects, conduct qualification outreach to assess interest and move into HN's fundraising pipeline.
- Represent Horizons National to prospective and current corporate sponsors and foster ongoing engagement to drive increased revenue.
- Establish and cultivate partnerships with external employee engagement and fundraising providers, including, but not limited to, Benevity, Your Cause, America's Charities, with the goal of increasing Horizons National's presence in employee giving campaigns.

3. Affiliate Support

- Develop fundraising templates and best practice guides for affiliate fundraising, including but not limited to, Horizons Giving Day, annual appeals, fundraising events, and Board fundraising.
- At the direction of the Chief Development Officer and in collaboration with the Expansion and Affiliate-Services teams, provide project-based fundraising counsel and support to select Horizons affiliates.

4. Administrative

- Serve as a leader on the Development team and a fundraising strategy thought partner to the Chief Development Officer; provide coaching and mentorship on fundraising best practices to colleagues across Horizons National.
- Model and engage in a collaborative approach to interactions across HN, the Horizons Network, and external stakeholder groups.
- Ensure data integrity through appropriate data entry and maintenance.

Ideal Candidate Qualifications and Experience

At Horizons National, we know there are countless ways to learn, grow, and excel professionally. We respect the diversity of experience, skill set, and perspectives of each applicant. We want to get to know the unique strengths and lived experiences you bring to your work. We are most likely to be interested in your candidacy if you exhibit the majority of qualifications and experiences listed below.

To thrive in this role, you will have these qualities:

- Passion for education equity and a commitment to the mission of Horizons National.
- Minimum of 10 years of professional fundraising experience in a nonprofit organization with a proven track record of growing donor giving and engagement; supervisory experience preferred.
- Bachelor's degree required.
- High level of proficiency in Microsoft Office, experience with Sales Force data system preferred.
- Exceptional communication skills, written and verbal.
- Strong follow-through, exceptional organizational skills with an attention to detail.



- Proven ability to set and meet deadlines with competing priorities.
- Self-motivated, strategic thinker with a proven record of working independently and collaboratively to achieve results.
- Ability to garner trust and confidence of senior leadership, volunteer leadership, and donor stakeholders.
- Self-discipline in a remote work environment- to be focused, self-driven, and able to communicate across different channels.
- Ability to travel for Horizons National business, on occasion.

Compensation and Benefits

- \$130,000-145,000 Annually
- Generous Paid Time Off with Paid Holidays
- Medical/Dental/Vision Coverage
- 401k with Company Contribution
- Long-Term Disability and Life Insurance
- Short-Term Disability and Personal Leave
- Telecommuting Opportunities and Flexible Work Schedules
- Professional Development
- Commitment to Equity, Diversity, Inclusion, and Belonging

Application Process

- Interested applicants are required to attach a cover letter, a resume, a writing sample (Solicitation or Gift Proposal) and answer the screening questions via the link:
<https://www.cognitofirms.com/HorizonsNational1/AssociateVicePresidentDevelopment>
- No phone calls please.
- Cover letters should address why you are the best candidate for this position.
- Selected applicants will be contacted to set up an initial virtual screening and follow-up interviews.
- Interviews will be scheduled on a rolling basis and may include phone or video, with one or more Horizons National staff and board members.

Join us in shaping the future of educational equity at Horizons National.

Horizons National is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws. This commitment applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, and training. Hiring decisions are made based solely on qualifications, merit, and business needs at the time.