

EXECUTIVE POSITION PROFILE

Senior Director of Development



This search is being conducted by:

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I. Position Description

Scope of Position

The **Senior Director of Development** is responsible for setting the strategic and financial goals and directing the fundraising and operational activities of the MPI Foundation to support strategic and financial goals. This position is responsible for working with the Chief Business Development Officer (CBDO) to implement strategic business plans approved by the Global Board of Trustees and Councils while managing the day to day operations of the foundation. This includes planning, budget development and management, fundraising and development programs and events and building relationships key to accessing grants and other funding for research, scholarships and professional development for MPI members. Ensure pro profit margins and business priorities align with all contributor proposals and endowment goals.

This position is accountable to manage all business processes and drive revenue from donors to fund scholarships, grants, pan-industry initiatives for the MPI Foundation in support of the meetings and events industry.

Job Responsibilities

- Implement strategic and business plans and develops strategies to achieve priorities annually, working collaboratively with CBDO and the Global Board of Trustees. Direct and manage the day-to-day operations and activities including fundraising and development, programs, fundraising events and budget. (35%)
- Develops a strategic donor base/pipeline of individuals, members, corporations and other donors to expand outreach for MPI Foundation fundraising goals and program initiatives. Identify non-traditional partners and partner strategic accounts. Develop and execute a successful deferred giving programs with annual financial targets. (20%)
- Manage relationships, activate benefits and provide ongoing communication with contributors to ensure fulfillment and satisfaction of contributors by working with the various MPI Teams. Manage business processes for MPI Foundation by collaborating with internal departments to ensure flawless execution of contributor goals and compliance to organizational and governance policies. (20%)
- Collaborate with the Global Board of Trustees and Councils to engage them directly in the

development process, coaching and educating them in support of the MPI Foundation financial goals. (15%)

- Responsible for the MPI Foundation budget and P&L working closely with the Finance Team to produce updated and accurate reporting to the Global Board of Trustees. (10%)

Additional Job Responsibilities

- Communicates short and long term enterprise-wide strategic objectives to align with MPI's and MPI Foundation's mission and vision
- Communicates to MPI as a whole the role the MPI Foundation plays in the overall strategy for the enterprise and the successes
- Travel required – 35%

Key Qualifications

EXPERIENCE

- Eight or more years of sales and/or fund-raising experience within high-profile, non-profit, Foundation or Association including working with high-level board and volunteer leadership.

EDUCATION

- Bachelor's degree in Business or equivalent, or seven to ten years related experience and/or training or equivalent combination of education and experience.

COMPETENCIES

- Driving Results
- Developing Others
- Stakeholder Impact
- Inter-personal Impact (collaborative teaming, building relationships that impact results, communicating effectively)
- Business & Functional Effectiveness
- Strategic Leadership

KNOWLEDGE & SKILLS

- Demonstrated history of successful fundraising, relationship management and fulfillment of benefits to donors.
- Demonstrated experience at a senior level of responsibility in developing innovative fundraising programs, campaigns and events that match the MPI culture.
- Highly developed communication skills, including professional writing, editing and verbal skills, for a variety of internal and external audiences.
- Presentation skills – can command an audience with strong power of presence both in written communications and live presentations. Uses appropriate business language to communicate and influence
- Conflict resolution skills – resolves complex conflict situations
- Demonstrated strategic and critical thinking skills with ability to see larger goals beyond immediate area of responsibility
- Skill in negotiating; exchanging ideas, information and opinions with others to formulate programs and/or arrive jointly at decisions, conclusions or solutions.
- Computer proficiency in Microsoft Office including Excel, PowerPoint and Word

Key Measures of Success

Developed as part of the business planning process.

Metrics could include, but are not limited to:

- MPI Foundation overall revenue
- MPI Foundation profitability and knowledge investments

STAKEHOLDERS/CUSTOMERS

- Team MPI
- MPI Members
- Advertisers, Sponsors and Investors
- MPIF Board and Councils
- Industry leaders

AMERICAN WITH DISABILITY SPECIFICATIONS

■ Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hand and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk or hear. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

■ Work Environment

Work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is not exposed to weather conditions. The noise level in the work environment is usually moderate.

II. Organization Review

About MPI

Meeting Professionals International (MPI) is the largest meeting and event industry association worldwide. Founded in 1972, the organization provides innovative and relevant education, networking opportunities and business exchanges, and acts as a prominent voice for the promotion and growth of the industry. MPI has a global community of 60,000 meeting and event professionals including more than 17,000 engaged members and its Plan Your Meetings audience. It has more than 90 chapters and clubs in 19 countries.

The MPI Foundation fuels the growth and advancement of MPI members by providing them professional development and career opportunities through grants and scholarships. The MPI Foundation also propels the meeting and event industry forward by funding innovative research and pan-industry initiatives that support the strategic plan of MPI.

About the MPI Foundation

Purpose: The Meeting Professionals International Foundation (MPIF) is a not-for-profit organization that shall fund grants, scholarships and pan-industry research in support of the global meeting and event industry.

Mission: The MPI Foundation funds education and pan-industry research that drive the success of meeting professionals. The MPI Foundation is shaping and supporting tomorrow's leaders.

Grants and Scholarships

The MPI Foundation provides MPI members professional development and career opportunities through grants and scholarships and propels the meeting and event industry forward by funding pan-industry research.

Industry Research

The MPI Foundation has invested and published an enormous amount of industry research. Research filled with education on subject matters most important to our members. And, they are all complimentary!

MPI Foundation Leadership

- **Darren Temple**
Executive Vice President, MPI Foundation
- **Vacant**
Sr. Director of Development
- **Susan Prophet**
Director of Business Development-Canada
- **Holly McCauley**
Volunteer Experience Team Lead

Executive Leadership

- **Paul Van Deventer**
President & Chief Executive Officer
- **Darren Temple**
Chief Business Development Officer
- **Marianne Strobel**
Senior Vice President, Marketing and Community
- **Michael Crumrine**
Vice President of Information Technology
- **Diane Hawkins**
Vice President, People, Performance and Administrative Services
- **Matthew Marcial**
Vice President, Education and Events
- **Scott Mackinaw**
Vice President, Finance

Web Presence

www.mpiweb.org

III. About Vetted Solutions

Vetted Solutions is a Washington, D.C. based executive search firm specializing in association, nonprofit, and hospitality/destination marketing community recruiting and consulting. We focus on senior staff and CEO positions.

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