

Vice President for Planning/Development Position Description

The Vice President for Planning/Development is responsible for helping ECHO meet its mission to help neighbors in need by *anticipating change* in the form of new requirements, and *adapting operations and the ECHO volunteer talent base* to meet those new requirements. The Vice President for Planning/Development oversees a long-range process that begins with analyzing past and current client data to determine current and future mission needs, developing sources to meet those needs, and concludes with assessing the effectiveness of meeting those needs.

To ensure ECHO is effectively planning to meet current and future needs to accomplish its mission, the Vice President for Planning/Development has the following responsibilities:

- **Oversee** analysis of data (ECHO client data and those publicly available from government, commercial and nonprofit sources) to better inform ECHO decision making regarding on-going operations and future direction for ensuring those operations remain relevant to meeting needs.
- **Draft** long range plans to meet those needs for Executive Committee consideration/approval.
- **Advise** the ECHO President on data management protocols to improve how and what data ECHO collects, stores and analyses.
- **Coordinate/consult/collaborate** with the Client Engagement Chair to assess adequacy of ECHO support to meet current client needs and those in the future.
- **Help identify** the types of talents/skills required for ECHO to support meeting clients' needs efficiently and effectively.
 - Coordinate with Director for Communications to ensure those needs for volunteers with specialized talents/skills are appropriately highlighted in ECHO media outreach platforms.
 - Coordinate with the Director, Volunteer Program on means/methods to recruit volunteers with talents ECHO needs to continue to provide efficient, effective support to neighbors in need.
- **Develop** partnerships and other community resources (government, commercial, nonprofit, etc.) to meet clients' needs that exceed ECHO's capability/capacity. Oversees the:
 - Community Resources Coordinator who is responsible for ensuring that ECHO is effectively fulfilling its Mission to support neighbors in need by linking those requiring long-term assistance to ECHO partners - government, nonprofit, religious, etc. - who can provide the needed support that ECHO cannot. The Coordinator also establishes and helps maintain mutually supporting relationships with organizations that have missions that complement ECHO's in helping neighbors in need. *[Should this set of functions be part of Planning/Development or a separate position?]*

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- Grant Writer who is responsible for researching grant opportunities, writing compelling grant proposals to acquire funding, and working with the finance team to identify ECHO programs that could benefit from grant funding.
- Business Relations *[What functions does this position entail, same with that for Community relations?]*

The Vice President Planning/Development should have at least 5 years' experience working as a volunteer or paid Social Worker or community services worker. Experience with data analysis, data management a plus.