



POSITION DESCRIPTION

TITLE: Director of Development

PERFORMANCE

PROFILE SOURCE: Executive Professional

DEPARTMENT:Development

REPORTS TO: Chief Executive Officer, Vice President Resource Development

FLSA STATUS: ☒ Exempt ☐ Non-Exempt

PRIMARY FUNCTION:

The Director of Development works with the Chief Executive Officer or Vice President Resource Development and board to plan and execute resource development strategies and monitor progress toward goals. The Director of Development supports the Chief Executive Officer or Vice President Resource Development in positioning the board to cultivate and solicit major gifts and grants from individuals, corporations, foundations, United Way, government agencies and others and is responsible for providing leadership and direction to staff, as needed, in their role of supporting the resource development and marketing efforts

KEY ROLES (Essential Job Responsibilities):

Leadership

1. Provide leadership and direction to the executive leadership and Board of Directors in the effective operation of all development activities required to fund Club operations and deliver programs within the community.

Strategic Planning

2. In collaboration with executive leadership and Board, develop and implement a strategic plan for single and multi-year resource development efforts:
 - Researches and analyzes agency, corporate, individual and foundation donor base and recommended solicitation strategies.
 - Prepares and presents for approval proposals for corporate and foundation support of the Club, using current cultivation and solicitation materials.
 - Oversees planning of logistics for special events, including obtaining sponsorships and solicitation of gifts and preparing related printed materials and publications.
 - Designs and implements direct mail programs.

- Provides support for various fundraising projects/initiatives assigned by executive leadership, such as endowments, major gifts and planned giving.
3. Ensure the evaluation of development activities and identify opportunities to improve results.

Board Development

4. Identify, recruit and train board members to participate in solicitation and other income development activities.
5. Encourage and support board committees responsible for planning and implementing development activities.

Resource Management

6. Participate in the development, implementation and monitoring of the Club's annual budget, controlling expenditures within budget and maintaining donor and financial records in accordance with standards.
7. Ensure productive and effective performance by all development staff.

Partnership Development

8. Develop strategic alliances with community leaders and local officials. Develop collaborative partnerships with other youth serving organizations, members, parents, families, funders and community organizations.

Marketing and Public Relations

9. Increase visibility of Club development activities and maintain good public relations.
10. Develop and implement marketing and public relations strategies.
11. Control and promote all social media outlets for the organization.
12. Continuously develop knowledge of best practices to market club programs, services and activities within the community.

ADDITIONAL RESPONSIBILITIES:

1. Ensure design and development of public relations documents for use in the promotion of fund raising, and education of the public, including press releases. Ensure the development and distribution of marketing documents.

RELATIONSHIPS:

Internal: Maintain oral and written contact with the Chief Executive Officer, Board of Directors, staff peers, and volunteers for the purpose of exchange of information, to provide progress reports regarding activities and planned programs, and to coordinate events.

External: Maintain oral and written contact with other agencies, business leaders, community groups, boards of directors of such organizations, and the media for the purpose of exchanging information and ideas and for the purpose of fundraising.

SKILLS/KNOWLEDGE REQUIRED:

- Bachelor's degree from an accredited college or university preferred.
- A minimum of three years work experience in non-profit agency operations, specifically in the fund-raising field, sales/marketing or equivalent experience.
- Considerable knowledge of fund-raising techniques, and sources of funding for non-profit agencies and organizations.
- Knowledge of the Boys and Girls Clubs mission, objectives, policies, programs and procedures and of the principles and practices of non-profit organizations, youth development services preferred.
- Ability to organize and coordinate fund-raising operations.
- Strong oral and written communication skills, both verbal and written.
- Ability to establish and maintain effective working relationships with Club staff, Board members, volunteers, community groups, and other related agencies.
- Knowledge of accessing and managing donor data base.
- Knowledge of website management and social media platforms.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

Please evaluate and describe any physical skills, abilities or working conditions that are required to perform the essential duties of this position, as required by the Americans with Disabilities Act.

DISCLAIMER:

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, nor to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job.