

# Director of Development, Boys and Girls Clubs of the Los Angeles Harbor

**Company:** Boys and Girls Clubs of the Los Angeles Harbor

**Date Posted:** May 21, 2018

## POSITION DESCRIPTION

### *Director of Development*

The Boys & Girls Clubs of the Los Angeles Harbor (BGCLAH) seek a dynamic *Director of Development* passionately committed to bringing BGC programs to underserved youth. The Director of Development will provide strategic leadership, planning, and execution for all aspects of the organization's fund development team's efforts with an emphasis on Major and Principal Giving and Capital Campaigns.

### Primary Function:

The Director of Development is responsible for planning, organizing, and directing all of the Boys and Girls Clubs of the Los Angeles Harbor's fundraising including, the major gifts program, annual fund, planned giving, special events, and capital campaigns. The Director works closely with and reports to the Executive Director and is also expected to work with the Board of Directors (including the Board President and Resource Development Chair) in all development and fund raising endeavors. The DOD will lead the Development team that includes an Associate Development Officer overseeing grants and Corporate Partnerships, a Special Events Coordinator, a Marketing & Communications Coordinator, and a contract grants writer. The DOD will have primary responsibility for the effective design, implementation, and evaluation of the resource development strategies necessary to support BGCLAH's mission and annual program needs.

### Essential Responsibilities:

- Support and partner with the Executive Director, Board President, and Board Resource Development Chair to formulate and implement comprehensive fund raising objectives and strategies to support annual budget of \$7 million.
- Evaluate existing fund development strategies and programs to optimize efforts across the entire organization in individual, corporate, foundation, and government funding.
- Develop new and enrich existing relationships with key corporate and individual donors to cultivate, secure, and elevate support. Spend significant time in direct donor contact and strategic written communication to enhance donor relationships.
- Execute, manage, and lead with Development Team a multi-year, comprehensive effort to grow contributed revenue.
- Lead and build a robust and sustainable major gifts program, including implementation of a Planned Giving program.
- Manage direct reports in implementing and growing Club's Annual Giving Campaign and event revenue, as well as coordinated marketing and communications strategies.

- Develop and implement consistent, meaningful, and appropriate methods of acknowledging and recognizing donors and volunteers. Use donor information to provide statistical analysis to Board and senior leaders.
- Provide direction, support, and affirmation to the department staff. Conduct scheduled performance reviews.
- Monitor and report regularly on the progress of the development program.

**Qualifications (Knowledge, Skills, and Abilities):**

- High energy and passion for the mission of BGCLAH.
- Bachelor's degree in Business, Communications or related field required.
- 5-10 years of professional experience in nonprofit organizations (and/or transferable experience), including demonstrated success in increasing responsibility in a development or advancement function.
- Tangible experience in managing and forging relationships with multiple donor sources, and in cultivating and expanding donor relationships over time.
- Possess the skills to supervise, work collaboratively with, and motivate staff and other volunteers
- Have the desire to get out of the office and actively engage in strengthening existing and building new external relationships
- Demonstrate enthusiasm to meet prospective donors and supporters on a continual basis to establish and retain effective communication with them
- Maintain and build gift and donor recognition programs
- Be a self-starter and goal driven to initiate donor visits and fundraising calls
- Possess experience with campaign management and effective fundraising strategies.
- Have proven success in the field of Major Gift solicitation and secondarily in Planned Giving.
- Possess strong organizational skills and superior verbal, written, and interpersonal communication skills and the ability to construct, articulate, and implement annual strategic development plan.
- Display a positive attitude, show concern for people and community, demonstrate presence, self-confidence, common sense and good listening ability
- Exhibit a professional and resourceful style; the ability to work independently and as a team player, to take initiative, and to manage multiple tasks and projects at one time.
- Have proficiency in using office and data base programs; graphic design equipment/program knowledge a plus.
- Oversee fundraising database and tracking systems and creation of publications to support fund raising activities

**SALARY/BENEFITS:**

Competitive/commensurate with experience and other qualifications.

**APPLICATION:**

E-mail resume to Mike Lansing at the Boys and Girls Clubs of the Los Angeles Harbor: [resume@BGCLAHarbor.org](mailto:resume@BGCLAHarbor.org)

**Commitment to Diversity**

BGCLAH is actively seeking to build a diverse and experienced team and does not discriminate on the basis of race, color, gender, handicap, age, religion, sexual orientation, or national or ethnic origin. We are an equal opportunity employer.