

Development Director

West Palm Beach, FL

Full time

\$100-105k

Boys Town is seeking an individual to fill the role of Development Director. This role plays an integral role in Boys Town's philanthropic fundraising goals from both public and private sources in support of the Boys Town mission. As the Director, you will have responsibility for the oversight of philanthropic support and communication efforts to ensure the fulfillment of the mission and goals of Boys Town. The Director is responsible for leading the development of and supervision of all communications work for the Division (i.e., website, newsletters, emails, billboards, advertising, social media, direct mail, collateral materials, etc.) and works in conjunction with the Boys Town Integrated Marketing and Public Relations department, planning and executing overall communications strategies and plans, and supervising staff involved in any communications work. Additionally, the incumbent will be responsible for working in tandem with the Annual Giving unit on multi-channel efforts, which includes audience segmentation, tailored messages for direct mail, email, and general communications.

MAJOR RESPONSIBILITIES & DUTIES:

Plans and implements strategies for identifying, cultivating, soliciting, and closing principal gifts and fundraising.

- Meets prospective donors to qualify and to promote interest in providing major philanthropic support for organizational programs and priorities.
- Develops case statement and gift strategies in collaboration with senior management to identify, cultivate, solicit, and steward gifts by developing and maintaining relationships with individuals, corporations, foundations, and other key personnel.
- Prepares written and verbal presentations to potential donors and coordinates approaches as defined by policies and procedures.
- Fosters innovative use of strategies around fundraising programs, establishes goals and objectives, aids in the construction of proposals, and provides recommendations.
- Actively participates in major gift solicitation. Builds strong donor relationships through cultivation and stewardship with individual, business, and foundation donors.
- Fosters a culture of "one Boys Town" and carries out Boys Town's mission through leadership, trust, honest, open dialogues and transparency.
- Assumes responsibilities for annual plans, budgets, reports, and evaluation and oversight of gift tracking systems; prepares annual development plan to corresponding budget outlining revenue and expenses; monitors progress against goals and produces monthly reports.
- Participates in professional development organizations, committees, boards, and meetings; travels locally and out of town as necessary and provides call reports in a timely manner.
- Hires, manages, and evaluates staff.

- Collaborates with site Executive Director in qualifying board prospects and is the Development liaison at Board of Directors meetings and Development Committee.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Strong knowledge of principles, ethics, and practices of successful fundraising.
- Demonstrated ability to develop and implement persuasive cultivation ideas and techniques for prospects and donors.
- Proven ability to provide critical analysis, using sound judgment with realistic expectations for prospects and donors.
- Skills in developing and implementing strategic solicitation fund-raising plans that incorporates a concise definition of goals, targeted audiences, and strategies in-line with youth care priorities.
- Computer skills in Microsoft Office.
- Ability to communicate at all levels in the organization and with external business contacts in an articulate, professional manner while maintaining necessary degree of confidentiality.
- Ability to build and sustain successful, professional relationships.
- Ability to successfully lead a team of associates.
- Strong knowledge of Boys Town model.

REQUIRED QUALIFICATIONS:

- Bachelor's degree in Marketing, Business, Communications, Nonprofit Management or related field or equivalent combination of education and experience required.
- Minimum of 3 years of experience in fundraising required.
- Experience working with the public in cultivation, gift solicitations, stewardship, donor recognition, and volunteer groups with progressive responsibilities as a development officer required.
- Available to travel and to work evenings or weekends as needed required.
- Possess a valid driver's license with a good driving record and pass an annual Motor Vehicle Registration (MVR) required.
- Ability to provide own transportation to complete travel requirements of job; meet auto insurance requirements established by Boys Town policy and/or State and Local law requirements.

PREFERRED QUALIFICATIONS:

- Master's degree preferred.
- Other Duties: This job description incorporates the essential functions and duties required for this position. However, other duties may be required and assigned at times and as determined by a supervisor in order to meet the needs of the organization.
- Serves as a role model in carrying out activities and behaviors that reflect the values and principles of the Boys Town mission.

PHYSICAL REQUIREMENTS, EQUIPMENT USAGE, WORK ENVIRONMENT:

- Position is relatively sedentary in a normal office administrative environment involving minimum exposure to physical risks. Will use office equipment such as a computer/laptop, monitor, keyboard, and a general workstation set-up.

Care and respect for others is more than a commitment at Boys Town – it is the foundation of who we are and what we do.

At Boys Town, we cultivate a culture of belonging for all employees that respects their individual strengths, views, and experiences. We believe that our differences enable us to be a better team – one that makes better decisions, drives innovation, and delivers better business results.