

# GREAT FUTURES START HERE.



**TITLE:** Fundraising Manager

## **OVERVIEW:**

The Fundraising Manager is a key position within our organization. As a dynamic and vital contributor to our mission, the Fundraising Manager drives the success of our fundraising initiatives by developing, executing, and managing various campaigns and donor relations programs. This position is perfect for individuals who are passionate about making a tangible impact, possess exceptional organizational and communication skills, and have a knack for building meaningful relationships as appropriate.

**REPORTS TO:** Director of Resource Development

**CLASSIFICATION:** Full-time, salaried exempt

**SALARY:** \$50,000 to \$65,000/year, commensurate with experience

**WORK SCHEDULE:** Varies, some evenings and weekends required

## **BENEFITS INCLUDE:**

- Health, dental, and vision insurance coverage (effective the 1<sup>st</sup> of the month after hire date).
- Basic life/AD&D insurance (100% employer paid).
- Short-term and long-term disability insurance (100% employer paid).
- Online mental health services (100% employer paid).
- Paid parental leave (100% employer paid).
- Paid personal leave and annual leave (accrued immediately upon hire).
- Paid time off for 11 BGCLK observed holidays.
- Retirement plan (3% employer match for employee contributions to a Boys & Girls Club of America-approved retirement plan).

## **COMMITMENT TO EQUITY**

BGCLK is committed to serving an inclusive population of youth in our communities by employing a diverse staff, maintaining ongoing training and education, and exploring various points of view. BGCLK's commitment to celebrating diversity, promoting equity, and increasing cultural aptitude is an active process that requires continuous education and awareness in all aspects of our organization. We are dedicated to this process in order to enhance the program experience for our members, parents, families, and staff, as well as the community at large.

## **VALUES**

The core values of BGCLK (i.e., **PRIDE**) are:

- Positive Role Models
- Respect
- Integrity
- Diversity
- Empathy

A BGCLK employee shall exemplify all values specifically by demonstrating behaviors and attitudes that positively inspire others, taking the time to build relationships and developing an appreciation for others, taking pride in every action (even when no one is watching), including and celebrating differences, and identifying with another person's challenges and offering support.

## **ESSENTIAL FUNCTIONS**

Fundraising

- Manage a portfolio of mid-level individual donors (\$1,000-\$5,000)
- Identify, secure, and manage turn-key corporate fundraising events
- Provide support and training to volunteers involved in fundraising activities

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**BOYS & GIRLS CLUB  
OF LAWRENCE**

- In collaboration with the RD team, develop and execute monthly giving campaign
- In collaboration with the RD team, execute targeted donor events
- In collaboration with the RD team, develop and execute annual/end of year fundraising appeal
- Ensure compliance with all fundraising regulations and best practices

## Community Relations

- Develop and maintain relationships with corporate sponsors
- Organize and participate in community outreach activities

## Administrative

- Implement donor stewardship strategies
- Manage fundraising databases and track donor information
- Provide donor reports and data on a monthly basis
- Develop and maintain a calendar of fundraising activities
- Monitor and evaluate the success of fundraising campaigns
- Collaborate with marketing and communications teams to promote fundraising initiatives
- Work with finance team to ensure accurate recording of all donations
- Collaborate with Resource Development team to execute mini campaigns
- Prospect research

## **SKILLS/KNOWLEDGE REQUIRE**

- College degree in a related field(s)
- 5+ years in a dedicated fundraising position with a proven track record of success
- 5+ years nonprofit fundraising experience
- Event planning experience
- Donor database management
- Proficient in prospect research
- Ability to take initiative
- Strong oral and written communication skills
- Excellent interpersonal skills and the ability to work well with all levels of stakeholders

## **PHYSICAL REQUIREMENTS**

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

- Some lifting, carrying, pushing and/or pulling;
- Some climbing and balancing;
- Some stooping, kneeling, sitting, crouching, and/or crawling;
- Significant finger dexterity.

## **EQUAL EMPLOYMENT OPPORTUNITY**

BGCLK shall seek to ensure and provide equal opportunity for all persons seeking employment without regard to race, age, color, religion, gender, marital status, sexual orientation, military status, national origin, disability, or any other characteristic as established by law.

## **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 position.