



**BOYS & GIRLS CLUB
OF CAMARILLO**

Resource Development Manager

Full Time

JOB DESCRIPTION

Establishes strategies to advance the finances and mission of the organization. Works closely with the CEO and Resource Development Committee to strengthen organizational capacity through developing, maintaining and expanding relationships, with individual donors and corporate partners, increasing awareness of Club mission and impact, and monitoring progress against fundraising and mission awareness goals. Working closely with the CEO and Leadership to increase donations and volunteerism through events, marketing, donor engagement, qualification, cultivation, stewardship, solicitation, and recognition. This position has strong growth potential for professional and career advancement.

Key Roles:

Strategic Leadership

- Be engaged in the community, routinely initiating in person meetings with prospects, donors, and stakeholders to advance relationships and support from the community.
- Work with the CEO & RD Committee to develop and execute a comprehensive fundraising plan to bring in revenue from events, individual donors, foundations, corporations, government, and planned gifts.
- Work with the CEO and RD Committee to develop and execute an annual fundraising calendar planning for events, capital requests, grants, annual campaigns, donor cultivation, solicitation, stewardship and recognition.
- Work with the CEO and RD Committee to plan long-term fundraising strategies to grow and diversify Club income and increase assets for long-term sustainability.
- Work with the CEO and RD Committee to review, update, and develop policies and procedures relevant to Resource Development and Donor Engagement.
- Work with the CEO and RD Committee to ensure consistent and meaningful meetings.
- Work with the Director of Youth Services to ensure updated information and impact stories and program events.
- Develop and effectively communicate a compelling Case for Support, Club Impact reports, and other donor engagement pieces to drive Club support.
- Manage the Club's Grants portfolio and coordinate with management staff to ensure timely submittal of grant applications, reports, and appropriate contacts are correct and up to date.
- Seek out and identify potential revenue opportunities in new grants, fundraising trends, and community partners.

Events Management

- Plan, coordinate, and supervise all fundraising events, including the annual Bids for Kids Gala with a fundraising goal of \$150K net.
- Engage community stakeholders and lend support to program events as requested.

Organization & Reporting

- Update, maintain and assess the Donor Database system, ensuring accuracy for use in reporting and strategic decision-making regarding donor cultivation, stewardship, recognition and solicitation.
- Produce quarterly reports and an annual report on Resource Development efforts for the CEO.
- Attend Resource Development Committee meetings, providing verbal and written reports as requested by the CEO.
- Maintain accurate accounting of all unrestricted income and its sources.

Relationships & Engagement

- Engage key stakeholders in face to face meetings, virtual meetings, Club tours and engagement opportunities, under the direction of the CEO.
- Educate and engage stakeholder groups, such as Board, volunteers and donors with targeted communications as needed.
- Coordinate appeal letters, tailored thank you letters, website updates, quarterly e-blasts with CEO.
- Plan solicitation strategies with CEO to meet budgeted annual giving targets.
- Seek out and engage opportunities for in-person community engagement through events, and networking opportunities.
- Maintain a donor portfolio for you and the CEO to enhance cultivation and solicitation of all donors.

Skills and knowledge required:

- Be a "self-starter" and goal driven to initiate donor visits and fundraising phone calls.
- Five plus years of experience in resource and/or business development, experience in donor relations or direct sales, gift solicitations, grant writing, capital and major gift campaigns.
- Passion for the Club's Mission and interest in youth development goals and best practices.
- Be organized and exhibit "follow through" on tasks and goals.
- Community Engagement and marketing expertise.
- Proven ability to achieve revenue goals.
- Demonstrated ability to think strategically and thorough understanding of strategic development
- Demonstrated ability to manage budgets and control fundraising expenses.
- Possess the skills to work with and motivate staff, board members and volunteers.
- Have the desire to get out of the office and build external relationships.
- Willingness to be part of a team, work well with others, and positively represent the Club in the community.
- Excellent written, verbal, and technological communication skills.
- Budgeting and computer skills, including knowledge of database operations and spreadsheet software.
- Display a positive attitude, show concern for people and community, demonstrate presence, self-confidence/common sense and good listening ability.

Salary: \$58,250 - \$62,000

For more information and to apply, please visit:

<https://www.idealists.org/en/nonprofit-job/6fec12be21be4203a12a20dabf42645d-resource-development-manager-boys-girls-club-of-camarillo-camarillo>