

**Foundation Executive Director, Boys and Girls Club of Greater Scottsdale
(Part-time)**

Performance

Profile Source: Executive Professional

Department: Executive | Foundation/Support Services

Reports to: Chair of Board of Trustees | BGCS Foundation

Exempt Non-Exempt

PRIMARY FUNCTION:

In accordance with elements of performance established by the Board of Trustees, the Executive Director is responsible for management and operations of the BGCS Foundation. This part-time position provides leadership, direction and support to the Foundation Board of Trustees in developing goals, manages the Foundation's operational budget, allocates resources, and executes policies established by the Board of Trustees. Provides leadership and direction to staff in carrying out the key roles assigned to them. Serves as an ex-officio member of all committees.

Oversees the planning and execution of the annual fundraising and marketing objectives. Works closely with the Board to ensure the organization's financial viability and growth through: identification, cultivation, stewardship and solicitation of planned giving gifts; development of new business strategy to expand the current donor/financial base; creation of a comprehensive marketing plan to build the Foundation's positive reputation and public visibility; and monitoring progress of the budget against goals.

KEY ROLES (Essential Job Responsibilities):

Leadership

Provides leadership and direction to ensure the efficient and effective operations of the Foundation and the Clubs

Supports the mission and principles of the Boys & Girls Clubs of Greater Scottsdale and its Foundation

Ensures a safe, positive and team oriented environment for staff and volunteers

Ensures the success of all gift acquisition programs, services and activities

Ensures establishment of and adherence to policies and procedures

Strategic Planning

Ensures and supports a strategic planning process in support of Foundation and Club goals and objectives

Ensures and oversees the identification and evaluation of opportunities for improvement and implements plans for improvements

Board Development

Through the board development committee identifies, recruits and develops effective Trustees and Governors

Ensures the engagement of all Trustees through an active committee structure. Ensures timely communication with all Trustees and Governors with information that is important to their success in sound decision making

Ensures an annual review of Trustee responsibilities, community assignments and satisfaction
Collaborates with Club Leadership, Resource Development, Marketing, Finance and staff

Resource Development

Ensures the passage of an annual operating budget

Oversees the development of gift acquisition plans and participates in cultivation and solicitation visits with Trustees, Governors, donors and volunteers

Resource Management

Ensures development, implementation and monitoring of the Foundation's annual budget with support from BGCS financial management staff

Ensures all necessary administrative and operational systems are in place to support effective operations

Ensures effective performance of staff

JOB COMPONENTS ALLOTMENT:

It is expected that the successful candidate will be responsible for the following:

- 55% Donor Relations (for all funding initiatives- includes donor growth and renewals)
- 15% Foundation Marketing
- 10% Staff Management
- 10% Board Development (working with stakeholders to ensure the strength of the board through recruitment, develop a donor cultivation process, sharing current trends within the nonprofit sector with board members)
- 5% Annual and Long-Term Planning and Budgeting
- 5% Internal Communications (organization peers, CEO, Board, staff and Foundation)

TIME ALLOTMENT:

- 70% Outside Donor Development (new business development & donor relations)
- 15% Staff Management and Planning (department and individual)
- 15% Foundation Marketing

SKILLS/KNOWLEDGE REQUIRED:

Bachelor's degree from an accredited college or university

A minimum of five years' experience in managing a foundation or a non-profit agency or Boys and Girls Club, with at least two years in a leadership capacity; or an equivalent combination of experience

Proven track record in managing effective sales/fundraising teams

Extensive knowledge and use of fund-raising techniques and sources of funding for non-profit organizations

Demonstrated ability to organize, direct, plan and coordinate operations

Leadership skills, including negotiation, problem solving, decision making and delegation

Strong communication skills, both oral and written

Experience in utilizing and managing a donor/volunteer database (Raiser's Edge or equivalent) for prospect cultivation

Understanding of and passion for the mission of the Boys and Girls Clubs

Knowledge of principles and practices governing a non-profit organization, specifically in the area of youth development services

Ability to establish and maintain effective working relationships within the Board of Trustees, donors, staff, community groups, and other related groups

Basic knowledge of financial reporting and asset management

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.

HOW TO APPLY:

Please visit our website to apply for this position: www.bgcs.org/jobs.