Mission
To create and support one-to-one mentoring relationships that ignite the power and promise of youth.

Position Title: Director of Development
Reports To: VP of Development & Marketing
Salary Range: $58,000-$62,000 DOE

Department: Development & Marketing
Hours: Full time
(Some evenings and weekends are required)

FLSA: This position is considered to be Exempt for overtime pay provisions as provided by the Federal Fair Labor Standards Act (FLSA).

Position Summary: Dynamic opportunity to change lives. Join our team and become part of a 65 year old tradition in the Valley. We witness the mission of the organization in action every single day. This position works collaboratively with every member of the Development and Marketing Department and serves on the Leadership team. The Director of Development oversees all fund development strategies and campaigns as directed by the VP of Development and Marketing.

Essential Duties and Responsibilities:

- Implement the annual development plan to include individual and corporate gifts from cultivation through solicitation and stewardship.
- Build relationships with current and potential investors, including conducting fund development meetings alone and alongside other members of Development team.
- Make direct, face-to-face solicitations to procure corporate and individual gifts.
- Plan and oversee all corporate and individual stewardship activities including donor events, development of collateral materials, etc.
- Lead expansion of the Mentor Circle monthly giving program.
- Implement all aspects of the Annual Direct-Mail Campaign.
- Provide support for Board members, key volunteers, and staff in reaching shared fundraising goals.
- Support donors in navigating alternate opportunities such as DAFs, cryptocurrency, and planned gifts.
- Generate new ideas that increase revenue and donor loyalty.
- Attend networking events to increase professional contacts, refine relationship management skills and enhance BBBSAZ’s outreach and capacity.
- Supervise all donor database activity as led by the Development Manager including data entry for all incoming funds and in-kinds gifts, writing and sending appreciation letters, etc.
- Supervise a calendar of revenue generating events with the support of an Events Manager.
- Manage multiple committees throughout the fiscal year including taking the lead on event committees and the Young Professional Council (YPC).
- Maintain gift recognition programs to ensure all donors receive promised benefits.
- Manage and develop Development Manager and Events Manager.
- Assist Grants Consultant with grant preparation and deliverables as needed.
- Assist as needed at organization’s activities/events including match activities to garner support from Bigs.
- All other duties as assigned.
**Education:** (Minimum & preferred educational requirements necessary to perform this job successfully):
Must possess a minimum of a Bachelor’s Degree from an Accredited University.

**Related Work Experience:**
- At least 4 years of progressive responsibility in development.
- 1-2 years of experience with Salesforce preferred.

**Agency Core Values:**
Ability to demonstrate, understand and apply our workplace values listed below. These are embedded in all roles and responsibilities, and will be considered during all aspects of employment.

- **We Ignite Potential**
  We bring out the best in our Bigs, Littles & Families, Staff & Community
  We talk beyond today
  We believe in what’s possible
  We focus on sustained positive outcomes for youth

- **We are Ambitious**
  We promote collaboration
  We take initiative for our own growth and hold ourselves accountable
  We are innovative; creative in thought and problem solving
  We provide opportunities for youth to thrive

- **We are Committed to Greatness**
  We are Customer Service focused ALWAYS
  We are agile and can change gears comfortably
  We keep safety in the forefront
  We offer solutions, not excuses

- **We Fuel Diversity**
  We are committed to equity and inclusion
  We honor everyone as individuals
  We create an atmosphere of respect and acceptance
  We develop programming that reflects our community

**Skills and Knowledge:**
- Strong research, organizational and analytical skills
- Interest and desire to learn how to become an impactful development professional
- Donor database knowledge
- Strong public speaking skills
- Flexibility to work evenings and weekends as needed
- Excellent communications skills
- Proficient computer skills (keyboarding, MS Office Suite)
- Demonstrated Integrity

**Time Required:** *(Time period the classification is typically expected to perform as a fully trained employee)*
- All new employees shall observe a 90 day introductory period.

**Travel Requirements:**
- Minimal out of town travel required
- Regular local travel
- Must have reliable transportation
Work Environment/Physical Requirements: *(Specific work place conditions and/or physical abilities that are related to and/or required by this job)*

- Moderate lifting, not to exceed 20 pounds, may occur from time to time.

**Equal Employment Opportunity**

BBBSAZ provides equal employment opportunities to all qualified individuals without regard to race, religion, national origin, color, gender, marital status, sexual orientation, gender identity, veteran status, or disability. BBBSAZ will comply with all federal, state and local anti-discrimination laws.

**Americans with Disabilities Act**

Applicants, as well as employees, who are or become disabled must be able to perform the essential duties & responsibilities either unaided or with reasonable accommodation. The organization shall determine reasonable accommodation on a case-by-case basis in accordance with applicable law.

**Job Responsibilities**

The above statements reflect the general duties, responsibilities and competencies considered necessary to perform the essential duties & responsibilities of the job and should not be considered as a detailed description of all the work requirements of the position. BBBSAZ may change the specific job duties with or without prior notice based on the needs of the organization.

**To Apply:** Please send your resume and a cover letter describing your Development experience to Gina Trotter, Sr. Vice President of Operations: gtrotter@bbbsaz.org.