



**BOYS & GIRLS CLUBS
OF AMERICA**

POSITION DESCRIPTION

TITLE: Director of Development

PERFORMANCE

PROFILE SOURCE: Executive Professional

DEPARTMENT: Development

REPORTS TO: Chief Executive Officer

FLSA STATUS: Exempt Non-Exempt

PRIMARY FUNCTION:

The Director of Development works with the Chief Executive Officer (CEO) and board to plan and execute resource development strategies and monitor progress toward goals. Supports the CEO in positioning the board to cultivate and solicit major gifts and grants from individuals, corporations, foundations, United Way, government agencies and others, and is responsible for providing leadership and direction to staff in support of resource development and marketing.

KEY ROLES (Essential Job Responsibilities):

Leadership

1. Provide leadership and direction to the Chief Executive Officer and Board of Directors in the execution of all development activities required to fund Club operations and deliver programs within the community.

Strategic Planning

2. In collaboration with Chief Executive Officer and Board, develop and implement a strategic plan for single and multi-year resource development efforts:
 - Research and analyze agency, corporate, individual and foundation donor base and recommend solicitation strategies;
 - Prepare and seek approval for corporate and foundation proposals to support the Club, using current cultivation and solicitation materials;
 - Oversee planning of logistics for special events, including obtaining sponsorships and gifts and preparing related printed materials and publications;
 - Design and implement direct mail programs; and
 - Provide support for various fundraising projects/initiatives assigned by the Chief Executive Officer, such as endowments, major gifts and planned giving.

Director of Development

3. Ensure evaluation of development activities and identify opportunities to improve results.

Board Development

4. Identify, recruit and train board members to participate in solicitation and other resource development activities.
5. Encourage and support board committees responsible for planning and implementing development activities.

Resource Management

6. Participate in the development, implementation and monitoring of the Club's annual budget, controlling expenditures within budget and maintaining donor and financial records in accordance with standards.
7. Ensure productive and effective performance by all development staff.

Partnership Development

8. Develop strategic alliances with community leaders and local officials. Develop collaborative partnerships with other youth serving organizations, members, parents, families, funders and community organizations.

Marketing and Public Relations

9. Increase visibility of Club development activities and maintain the public trust.

ADDITIONAL RESPONSIBILITIES:

1. Ensure design and development of public relations documents for use in the promotion of fund raising, and education of the public, including press releases. Ensure the development and distribution of marketing documents.

RELATIONSHIPS:

Internal: Maintain oral and written contact with the Chief Executive Officer, Board of Directors, staff peers, and volunteers for the purpose of exchanging information, and provide progress reports as needed regarding activities and planned programs, and to coordinate events.

External: Maintain oral and written contact with other agencies, business leaders, community groups, boards of directors of such organizations, and the media for the purpose of exchanging information and ideas and for the purpose of fundraising.

SKILLS/KNOWLEDGE REQUIRED:

- Bachelor's degree from an accredited college or university preferred
- A minimum of three years nonprofit experience, specifically in fundraising and sales/marketing, or equivalent experience
- Considerable knowledge of fundraising techniques and sources of funding for nonprofits

Director of Development

- Knowledge of: the mission, objectives, policies, programs and procedures and of the principles and practices of nonprofits, youth development services preferred
- Ability to organize and coordinate fundraising operations
- Strong oral and written communication skills, both verbal and written
- Ability to establish and maintain effective working relationships with Club staff, board members, volunteers, community groups and other related agencies.
- Knowledge of accessing and managing donor database

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

Please evaluate and describe any physical skills, abilities or working conditions required to perform the essential duties of this position, as required by the Americans with Disabilities Act.

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.

Signed by: _____
Incumbent **Date**

Approved by: _____
Chief Executive Officer **Date**

Please submit all inquiries to Matt Taliaferro, Chief Executive Officer, Boys & Girls Club of Benton County.
mtaliaferro@bgcbentoncounty.org or (479) 273-7187.