

Director of Resource Development
A. G. Gaston Boys & Girls Club
Date Posted: July 31, 2018

Contact & Basic Info

Anna McLaughlin / anna@hrmasap.com

Frank Adams / fadams@aggbgc.org

205-704-2426

www.aggbgc.org

Title: Director of Resource Development

Reports to: CEO

Exemption Level: Salaried-Exempt

Salary: Commensurate with experience

Educational Level: Bachelor's degree or equivalent experience; CFRE highly preferred

Primary Function

The Director of Resource Development (DRD) will lead and execute current and long-range strategies required to build a strong fundraising culture and program that exceed annual and long range goals. The DRD will drive a strong revenue-oriented culture based on market-driven targets by leading the development team in planning, managing, and implementing fund development strategies for the organization. The DRD will maintain their own portfolio of assigned major donors and prospects and personally make solicitations. Working closely with the CEO, COO and Board, the DRD will design and implement a comprehensive, dynamic strategy that will ensure the success of individual, corporate, and foundation giving. This key leader will develop, research, and oversee grant-based funding opportunities as an expanded channel with particular focus on federal funding streams. Functioning in a highly visible externally facing role, they will represent the organization while cultivating donors, managing staff and volunteers, and reporting to the CEO. The ideal candidate will have demonstrated success in creating and expanding a culture of transformational philanthropy; creating a successful board engagement experience; providing strong leadership; and having successfully recruited, motivated, and mentored a team of development professionals. The DRD will have demonstrated the most important aspect of their responsibility by showing a proven record of fundraising and major gift solicitation. The DRD is the Chief Fundraiser for the organization and responsible for providing direct supervision to the Resource Development Assistant and supporting senior management staff in their public relations and marketing efforts.

Key Roles (Essential Job Responsibilities)

Leadership

- In collaboration with the CEO, the DRD defines and implements organizational vision and strategies related to establishing a culture of philanthropy.
- Provides oversight of all resource development activities, manages the day-to-day operations of the development department, and monitors adequacy of activities through coordination with staff, appropriate committees, and Board of Directors

- Ensures execution of resource development activities through the selection, development, motivation, and evaluation of human resources, both professional and volunteer
- Personally identifies, cultivates, solicits, and stewards a portfolio of potential donors, including: individual donors, family foundations, corporations, including marketing sponsorship and corporate foundations

Strategic Planning

- Works with the CEO, Board's Resource Development Committee Chair, and members of the board to ensure fulfillment of resource development roles and functions
- Designs and assures implementation of cost-effective resource development programs while maintaining an optimal level of quality and solid return on investment
- Works with the CEO, Resource Development Committee, staff, and board members to plan and execute corporate and individual development strategies and monitors progress against goals
- Contributes to operational strategic planning, providing perspective on staffing and employee development needs to support strategic directions Resource Management
- Controls expenditures against budget particularly in the areas of special events and annual campaigns; encourages proactive strategies for responding to board members, trustees, donors, and volunteers
- Ensures that all fundraising activities and policies (i.e., gift acceptance policy) that reflect the values of the organization and satisfy legal and ethical standards
- Clarifies, implements, monitors, and honors donors' intent and instructions as well as ensures that allocations are accurately documented in the organization's records
- Compiles with all reporting requirements and regulations in order to fulfill commitment to accountability and transparency
- Support staff career development, identifying opportunities for training and skill building within budget limits

Additional Responsibilities

- Maintain an active schedule of cultivation and solicitation meetings with current and prospective corporate and individual donors.
- Act as liaison with corporations, associations and governmental agencies as needed and stay current on funding interests of all entities.
- Work with key program staff to stay current on priority funding needs and develop appropriate funding proposals for those program needs.
- Lead development of all appropriate solicitation and marketing collateral materials.
- Maintain and provide content for all e-marketing and social media platforms.
- Maintain good public relations with local funders, media contacts, members, families, alumni, community leaders and youth serving professionals.
- Other duties as assigned

Relationships

Internal: Maintains close contact with assigned Directors and other staff to provide technical assistance in matters of fund development; interacts regularly with senior management & other staff and as assigned with the Board and its Committees

External: Develops relationships and maintains contact with external community groups, board of directors, schools, BGCA, funders, local / state / federal government officials, and business community

Qualifications

- Bachelor's Degree with a track record of successful executive leadership experience (Preferred)
- A minimum of 5 years work experience in non-profit development and supervision, with at least two years at the senior management level
- For-profit experience also desirable; considerable knowledge of fundraising techniques, and sources of funding for nonprofit agencies and organizations or an equivalent combination of experience
- Demonstrated experience in managing and implementing a comprehensive fund development program and producing charitable contributions
- Knowledge of: the mission, objectives, policies, programs and procedures of Boys and Girls Clubs; of the principles and practices of non-profit organizations
- Demonstrated ability to organize, direct, and coordinate operations; in personnel supervision, the recruitment and retention of key personnel, board development, budget management
- Strong communication skills, both verbal and written
- Ability to establish and maintain effective working relationships with the Boys & Girls Clubs of America staff, Club staff, subordinates, Board members, volunteers, community groups and other related agencies
- Capital Campaign Experience preferred
- CFRE highly preferred

Physical / Cognitive Requirements

The physical/cognitive demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to hold, handle or feel; and reach with hands and arms.

Essential functions of the position include the ability to: direct others, strong communication skills (written/oral), creativity, work at various tempos, work with minimal errors, remember names and details, problem solve, make decisions, reason (make sense of things), and ensure accuracy of details.

This position requires the ability to occasionally lift office products and supplies, up to 30 pounds.

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.

A. G. Gaston Boys & Girls Club is committed to diversity in the workplace and is an Equal Opportunity Employer. The Club's policy is to treat all applicants equally without regard to race, color, religion, age, sex, national or ancestral origin, marital status, veteran's status, sexual orientation, or disability in accordance with applicable laws.