



## **Director of Development**

Boys & Girls Clubs of Newport County, Inc.  
Newport, RI 02840

The Director of Development is responsible for oversight, planning, organizing, and directing all of The Boys & Girls Clubs of Newport County (BGCNC) Development efforts. This includes; creating a planned giving program, organizing the annual fund campaign, oversight of all major gifts and leadership giving, special events and capital campaigns. The Director works closely with the Chief Executive Officer, leadership team and the Board of Directors in all development and fund-raising endeavors.

**Position Type:** Full-time

**Positions Available:** 1

### **Job Requirements**

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- Minimum of 5 years' experience in fund development for a non-profit organization
- Bachelor's degree or higher (non-profit administration or related course of study preferred)
- Citizenship, residency or work VISA in the United States required.

### **Experience:**

- Excellent interpersonal and communication skills.
- Strong working ability in computer skills, including use of Microsoft Office, databases (e.g. Donor Perfect and Google Documents).
- Proven working ability with online, mobile and social media platforms.
- Proven working ability to collaborate effectively with a diverse donor base, volunteers and community groups.
- Knowledge of estate planning, including wills, trusts and estate and gift tax laws.
- Experience managing and cultivating relationships with major gift prospects.
- Proven working ability to manage multiple priorities, simultaneously.
- Grant writing and research experience.
- **Capital campaign experience preferred**

### **Job description/duties**

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#### **PRIMARY FUNCTION:**

#### **KEY ROLES**

1. Support the development team and Club leadership in the identification, cultivation and solicitation of prospective donors and supporters. Work with the team to educate and articulate messaging, engage with the portfolio of donors on a continual basis to maintain individual relationships and establish effective communications that lead to high level support from prospects (5- and 6-figure gifts).
2. Work with development team to research, write and submit major gift requests and grant proposals to individuals, organizations and foundations. Oversee all reporting requirements.

3. Oversee a Planned Giving Program and work with development team and Board to engage philanthropic partners on giving options. Coordinate messaging on brochures, web pages, campaign materials and in-person solicitations that convey a compelling story and detail giving options (bequests, transfer of stocks, IRA rollovers, Life Insurance, etc.). Highlight benefits and instructions for execution.
4. Work with BGCNC staff to plan and execute all organization fundraising events, drives, campaigns and programs. Work directly with the development team to adequately cultivate, solicit and acknowledge event sponsorships; ensure sponsor benefits are provided. Work with vendors to ensure services provided are of excellent quality and delivered in a timely manner.
5. Make public appearances/accept speaking engagements to share information about BGCNC with the community as needed.
6. Oversee and/or attend all Board Development Committee, development team and consultant meetings to strategize and update the Development plan. .
7. Oversee and manage donor database ensuring data integrity and up to date content. Work with BGCNC staff to improve systems of data collection, management and reporting (e.g. dashboards, cash flow projections, integration with QuickBooks). Ensure marketing and communication tools utilized are relevant to target audiences and enhance donor engagement, retention and are easy to use.
8. Oversee the development of all marketing materials, web content, social media efforts, online and mobile giving tools to broaden philanthropic support; create stewardship reports for the Board.
9. Oversee stewardship activities for donors under the direction of the Executive Director and the Board, including timely gift processing and receipting, personalized acknowledgement letters, recognition, and stewardship gifts and/or thank you calls, when appropriate. Ensure the fulfillment of pledges via systematic reminders and thank you letters.
10. Perform other related duties as requested.

## Welcome to the Boys & Girls Club of Newport County

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The mission of the Boys & Girls Clubs is to inspire and enable all young people, especially those who need help most, to realize their full potential as productive, responsible and caring citizens. For nearly 60 years, the Boys & Girls Clubs of Newport County has provided quality programming and services not only to those less-advantaged children and their families but to all youth in our community. The Club is part of a nationwide movement of more than 4,000 Boys & Girls Clubs, and we provide services to nearly 2,300 members annually.

The Boys & Girls Clubs of Newport County offers a variety of programs for youth, adults and families. Programs include after school licensed child care, homework help, a teen center, health & wellness programs, summer camp, aquatics, a fitness center, character & leadership development, dance, technology, music and fine arts.

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### Contact Information:

Email resume and cover letter to:  
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