



BOYS & GIRLS CLUBS
OF CENTRAL WYOMING

A non-profit leader in Wyoming, Boys & Girls Clubs of Central Wyoming has been in operation for nearly 50 years, serving thousands of youth every year with innovative programs designed to empower youth to excel in school, become good citizens and lead healthy, productive lives. Reporting to the Chief Executive Officer, the Vice President of Philanthropy must be passionate about the power of BGCCW's mission and vision. The VP of Philanthropy will lead and execute current and long-range strategies required to build a strong culture of philanthropy to exceed annual and long range goals. Working closely with the CEO, leadership team and Board, the VP of Philanthropy will design and implement a comprehensive, dynamic strategy that will ensure the success of individual, corporate, and foundation giving. Functioning in a highly visible externally facing role, the VP of Philanthropy will represent the organization while cultivating donors and managing staff and volunteers. The ideal candidate will have demonstrated success in relationship building, strategic planning, and management of professionals.

TITLE: Vice President of Philanthropy

DEPARTMENT: Development

REPORTS TO: Chief Executive Officer

JOB SUMMARY:

The Vice President of Philanthropy is a member of the Club's leadership team and reports to the Chief Executive Officer. The VP of Philanthropy works closely with the CEO, board of directors, and staff to lead, plan, implement, oversee and manage all aspects of BGCCW's development and marketing program. The VP of Philanthropy will direct the Events Coordinator, Marketing and Communications Specialist, and contract grant writer to meet organizational fundraising and marketing goals. The VP of Philanthropy must be able to think strategically and practically to implement a comprehensive and results-oriented annual development and marketing plan that includes traditional and innovative strategies. Key components of this plan should include goals, strategies, and timetables for annual, major, planned, and capital gifts, the endowment, alumni giving, grants, corporate partnerships, and marketing initiatives that leverage the Boys & Girls Club brand. The VP of Philanthropy must have a focus on prospecting and tactics to build key relationships with donors, alumni, families, community, corporate, and foundation leaders.

KEY RESPONSIBILITIES:

- Work with the CEO to plan the annual budget and implement resource development strategies to meet and exceed budget goals.
- Development and implementation of a resource development plan with the CEO and leadership team.
- Develop with the support of the CEO and Board strategic partnerships with corporations and businesses.
- Establish and maintain appropriate communications with the CEO, Board of Directors, other volunteers, and staff members.
- Prepare financial reports, including projected time lines for incremental receipt of revenues.

- Coordinate appeal letters, thank you letters and information correspondence to donors and supporters.
- Prepare public relations and marketing materials for the public and the media.
- Identify and cultivate large individual donors and direct their solicitations.
- Direct efforts to design a program to identify, cultivate and solicit gifts from major individual, corporate and foundation prospects.
- Plan and implement solicitation strategies with CEO and Board to meet budgeted annual giving targets.
- Develop, maintain and increase the donor database to promote major cultivation and solicitation.
- Develop and supervise donor recognition strategies and events.
- Other duties as assigned.

What will success look like?

- Development systems, activities and processes are evaluated, refined, and well-defined.
- Comprehensive plan for Club donors created, consisting of event participation and quarterly engagement.
- Events are successfully executed reaching fundraising and prospect engagement goals.
- Customer Relationship Management evaluated and optimized.
- Contributed revenue streams are balanced and sustainable.
- Prospect pipeline defined and results in goal accomplishment.
- Development goals set and accomplished on a quarterly basis.

RELATIONSHIPS:

Internal: Maintain close, daily contact with CEO and Club staff (professional and volunteer). Maintain contact with Board of Directors and key community volunteers.

External: Maintain potential and current donors, corporate and businesses partners, public relations and marketing professionals and community groups.

KNOWLEDGE/SKILLS REQUIRED:

- 5-7 years of resource and business development experience in areas of donor relations, major gift solicitations, grant writing, capital and major gift campaigns.
- Public relations and marketing expertise.
- Proven ability to raise substantial sums of money and meeting agreed upon financial targets.
- Demonstrated ability to manage budgets and control fundraising expenses.
- Excellent management skills and the ability to create and be part of a team.
- Excellent written and verbal communication skills.
- Budgeting and computer skills, including knowledge of database operations and spreadsheet software.
- Certification from the Association of Fundraising Professionals or equivalent is highly desired.

PERSONAL ATTRIBUTES:

- Outstanding communication skills: an attentive listener, articulate speaker, and clear and persuasive writer.

- Excellent strategic, organizational and project management skills. A decisive, results-oriented individual who can keep seemingly diverse projects moving forward within a consistent strategic framework.
- Must have the ability to motivate and inspire confidence among staff, colleagues, volunteers and donors. A leader whom people want to follow.
- A self-motivated, confident and influential style that is coupled with sensitivity and flexibility. A strong leader with high emotional intelligence and professional standards.
- Character and substance; a person with the highest ethical standards.

Submit cover letter and resume to: careers@bgccw.org