

GREAT FUTURES START **HERE.**



Director of Resource Development

Pay Rate:	Salary – Full Time - \$40,000 to \$46,500 depending on experience
Benefits:	Health, Vision, Dental, Life, 401K, Paid Time Off – all available
Reports To:	Chief Professional Officer
FLSA Status:	Full-Time/Exempt

Job Summary:

The Director, Resource Development is responsible directly for the overall development and coordination of annual fundraising campaigns and supports all revenue generating activities including, but not limited to, proposal development, special events, and major giving/endowment activities. The position will carry out responsibilities in the following areas: donor information management, direction of identification, research, cultivation and solicitation of gifts of individual prospects, corporations, foundations, and other donors. Provides leadership support in marketing, philanthropy, and fund development including securing charitable contributions to support the mission and vision.

Major Duties and Responsibilities:

1. Contribute to the development of overall fundraising goals. Implement strategies and manage all activities relating to annual fundraising campaigns. Provide support for various fundraising projects/initiatives such as endowments, major gifts, and planned giving.
2. Provide leadership and direction to resource development initiatives as well as to the Vice President, Philanthropy, Resource Development Committee and Board of Directors in the effective operation of all development activities required to fund Club operations and deliver programs within the community.
3. Provide guidance to and assist in special events, marketing, and other projects.
4. Cultivate potential donor prospects, develop proposals, and conduct solicitations of individual donors.
5. Collaborate with Club executives and key volunteers to engage them in donor solicitations based on donor interests, personal relationships, program expertise, or other criteria.
6. Research and analyze agency, corporate and individual donor base and recommend solicitation strategies.
7. Support cultivation and stewardship strategies that engage community support to generate revenue.
8. Prepare background reports on donor giving and interests and develop proposal for donor consideration.
9. Keep informed of developments in philanthropy and fund development as well as general fields of management and the not-for-profit sector.
10. Create and provide annual budgets for fundraising initiatives.
11. Control fundraising expenses related to annual campaigns and gift solicitations within budget.
12. Manage record keeping for donors, assuring effective administrative and operational support functions are in place.
13. Train Club staff, executives, Board members, and volunteers in solicitation techniques and involve them in fundraising activities.
14. Evaluate giving trends of individual donors and determine those with potential for upgrading to major gifts strategy.
15. Evaluate overall results of fundraising campaigns and recommend modifications or new approaches to support successful achievement of development goals.
16. Recruit, select, and supervise special events and marketing staff to identify Club funding and marketing priorities, and develop and implement strategies through strategic planning.

17. Serve as an organizational ambassador, nurturing community relationships, and identifying individuals for Board candidacy as well as meeting with board candidates.
18. Develop strategic alliances with community leaders, donors, and prospects. Develop collaborative partnerships with other youth serving organizations, members, parents, families, community leaders, Board members, funders, and community organizations.
19. Increase visibility of Club programs, services, activities, and maintain good public relations with donors and prospects.
20. Performs other incidental and related duties as required and assigned.

Skills/Knowledge Required:

- Bachelor’s degree from an accredited university or college preferred, or education/experience equivalency.
- A minimum of five years of work experience in relevant fund-raising activities and a proven track record of accomplishment in this area.
- Strong oral and written communication skills, both verbal and written.
- Knowledge of and familiarity with Microsoft Office, Adobe, Constant Contact, Mobile Cause, Text to Give Desktop Publishing software.
- Excellent interpersonal skills and the ability to work well with all types of people including Club staff, Board members, volunteers, community groups, and other related agencies.
- Knowledge of accessing and utilizing donor database.
- Demonstrated experience in managing and implementing a comprehensive fund development program and producing charitable contributions.
- Demonstrated experience and confidence in asking people to contribute time, talent, and treasure.
- Knowledge and experience of: the nature and dimensions of philanthropy, ethics, motivations for giving and volunteering, research and cultivation practices, standard fundraising techniques including face-to-face solicitation, proposal writing, special events, telephone solicitation, direct mail, and development office functions including gift processing, prospect and donor histories, and fundraising reporting.

Physical Requirements / Work Environment:

The physical 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 occasionally required to stand; walk; sit; use hands to handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk or hear; and taste or smell. The employee must occasionally lift or move up to 25 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

DISCLAIMER:

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, or to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job. As an employee of BGCLC, I have read and understand the requirements of my job and responsibilities as stated in this job description. Further, I understand that my job duties as well as policies and procedures may change over the course of my employment.

Signed by: _____
Incumbent

Date

Approved by: _____
President/CPO

Date