



Job Description

TITLE: Development Director

DEPARTMENT: Development

REPORTS TO: Chief Development Officer

EXEMPT

PRIMARY FUNCTION:

Reporting to the Chief Development Officer, this position assists with the overall fundraising events of BGCL which includes the coordination and implementation of cost-effective fundraising events, annual campaign, and community outreach. Focus on engaging, cultivating, soliciting, and stewarding donors as well as developing new prospects.

KEY ROLES:

Resource Development and Special Events

- Work with the Chief Development Officer to implement resource development strategies.
- Work with Development team and board to solicit corporations, individuals and civic groups for donations and other support.
- Assists Chief Development Officer with strategizing and implementing all aspects of small and large-scale cultivation, stewardship, fundraising, public, and capital campaign events.
- Develops, implements, and manages an annual campaign for unrestricted gifts from individuals with concentration on mid-level donors.
- Evaluates giving trends of individual donors and works with Chief Development Officer to determine those with potential for upgrading to Major Gift status.
- Manages all aspects of designated special events; develops event plan within budget guidelines.
- Identifies, solicits, and secures sponsorships and gifts through various business development techniques including cold calling, following up on warm leads and consistently researches ways to create partnerships with local businesses; prepares related printed materials and publications. Negotiate with vendors to obtain space, refreshments/catering, audio-visual needs, event journals and all related materials and resources that ensure event success.
- Works with Marketing Director to coordinate event publicity, including public relations, advertising, and collateral material.
- Oversees and implements all event correspondence, invitations and attendance



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- lists and arranges for all logistical details associated with events.
- Evaluates overall results of events and recommends modifications or new approaches to support successful achievement of special event goals.
- Develops and supervises donor recognition and stewardship strategies and events.
- Assist the Chief Development Officer in other fund-raising events and donor stewardship as needed.

REQUIRMENTS:

- Bachelor's degree from an accredited University/College preferred. Three-five years of fundraising experience with a nonprofit organization preferred.
- Event, communication, marketing and/or public relations experience desirable.
- Demonstrated ability to manage budgets and control fundraising expenses.
- Advanced knowledge of software programs such as Microsoft word, Excel, Power Point, and Microsoft Office. Knowledge of donor database a plus.
- Good written and verbal communication skills
- Good organization and attention to detail
- Able to maintain strict confidentiality
- Presentation skills
- Task oriented and task completion
- Able to work independently and with limited supervision
- Excellent interpersonal skills
- Must be a team player, a self-starter, and possess ability to juggle multiple tasks simultaneously.

ADDITIONAL RESPONSIBILITIES

1. Submit requests for purchases of supplies and equipment to supervisor.
2. Knowledge of accessing, pulling reports and managing donor database.
3. Assume all other duties as assigned.

RELATIONSHIPS:

Internal: Maintain oral and written contact with the Chief Development Officer and Club Senior leadership, staff peers, and volunteers for the purpose of exchange of information, to provide progress reports regarding activities and planned programs, and to coordinate events.



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

PHYSICAL REQUIREMENTS /WORK ENVIRONMENT:

Physical requirements include some physical exertion such as lifting, stretching, and bending, moving, and transporting marketing materials, setting up events, using vehicle to meet donors, as well as sitting for extended periods of time.

The work/office environment is in a Club environment with children ages 6-18 and can be noisy at times.

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.