



BOYS & GIRLS CLUBS OF THE VIRGINIA PENINSULA

POSITION DESCRIPTION

TITLE: Director of Development

PERFORMANCE

PROFILE SOURCE: Executive Professional

DEPARTMENT: Development

REPORTS TO: Chief Executive Officer

FLSA STATUS: Exempt Non-Exempt

PRIMARY FUNCTION:

The Director of Development works with the Chief Executive Officer (CEO) and board to plan and execute resource development strategies and monitor progress toward goals. Supports the CEO in positioning the board to cultivate and solicit major gifts and grants from individuals, corporations, foundations, United Way, government agencies and others, and is responsible for providing leadership and direction to staff in support of resource development and marketing. Develop and maintain good public relations to increase club visibility.

KEY ROLES (Essential Job Responsibilities):

Leadership & Execution

1. Provide leadership and direction to the Chief Executive Officer and Board of Directors in the execution of all development activities required to fund Club operations and deliver programs within the community.
2. Oversees all grant reporting and ensures timely submission of all grant reports. Ensures prospective grants fit the BGCVPs strategies, have reasonable reporting requirements and are completed with accurate information.
3. Serves as primary contact and leads relationship and reporting with United Way of the Virginia Peninsula.
4. Oversees the development, effective use and maintenance of a comprehensive donor database for the entire organization and ensures proper donor acknowledgement.
5. Oversees the development and implementation of a strategic communications plan.

Strategic Planning

6. In collaboration with Chief Executive Officer and Board, develop and implement a strategic plan for single and multi-year resource development efforts:
 - Research and analyze agency, corporate, individual and foundation donor base and recommend solicitation strategies;

Director of Development

- Oversee the preparation and approval for corporate and foundation proposals to support the Club, using current cultivation and solicitation materials; participate as necessary;
 - Oversee planning of logistics for special events, including obtaining sponsorships and gifts and preparing related printed materials and publications;
 - Oversee design and implementation of direct mail programs; and
 - Provide support for various fundraising projects/initiatives assigned by the Chief Executive Officer, such as endowments, major gifts, campaigns, and planned giving.
7. Ensure evaluation of development activities and identify opportunities to improve results.

Board Development

8. Report regularly on resource development progress and updates at Board Meetings.
9. Identify, recruit and train board members to participate in solicitation and other resource development activities.
10. Encourage and support board committees responsible for planning and implementing development activities. Provides staff support to all Board Resource Development Committees.
11. Oversees the work of geographically distinct Club Unit Boards and serves as a lead staff with one Unit Board.

Resource Management

12. Participate in the development, implementation and monitoring of the Club's annual budget, controlling expenditures within budget and maintaining donor and financial records in accordance with standards.
13. Ensure productive and effective performance by all development staff.

Partnership Development

14. Develop strategic alliances with community leaders and local officials. Develop collaborative partnerships with other youth serving organizations, members, parents, families, funders and community organizations.

Marketing and Public Relations

15. Increase visibility of Club development activities and maintain the public trust.
16. Oversee and evaluate marketing and communication activities and identify opportunities to improve results.
17. Oversee the design, development and distribution of all public relations documents used to promote the organization and its fund-raising activities, including press releases.
18. Ensure the development and distribution of marketing documents.
19. Oversees and maintain brand compliance among all Club Units.

ADDITIONAL RESPONSIBILITIES:

Director of Development

1. Works with all related staff to obtain outcome data required to support fund-raising efforts and satisfy funders.

RELATIONSHIPS:

Internal: Maintain oral and written contact with the Chief Executive Officer, Board of Directors, staff peers, and volunteers for the purpose of exchanging information, and provide progress reports as needed regarding activities and planned programs, and to coordinate events.

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

SKILLS/KNOWLEDGE REQUIRED:

- Bachelor's degree from an accredited college or university preferred
- A minimum of three years nonprofit experience, specifically in fundraising and sales/marketing, or equivalent experience
- Considerable knowledge of fundraising techniques and sources of funding for nonprofits
- Knowledge of: the mission, objectives, policies, programs and procedures and of the principles and practices of nonprofits, youth development services preferred
- Ability to organize and coordinate fundraising operations
- Strong oral and written communication skills, both verbal and written
- Ability to establish and maintain effective working relationships with Club staff, board members, volunteers, community groups and other related agencies.
- Knowledge of accessing and managing donor database

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

Physical Requirements: While performing the duties of this job, the employee is frequently required to do the following:

- Coordinate multiple tasks simultaneously.
- Understand and respond to a diverse population.
- While performing the duties of this position, the employee is regularly required to sit; use hands to finger, handle, or feel and talk or hear.
- The employee is frequently required to reach with hands and arms.
- The employee is occasionally required to stand; walk and stoop, kneel, crouch, or crawl.

Environment and Work Conditions: Maintain oral and written contact with the CEO and staff. Moderate to Low noise associated with an open office work environment.

DISCLAIMER:

Director of Development

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.

Signed by: _____
Incumbent **Date**

Approved by: _____
Chief Executive Officer **Date**