

## POSITION DESCRIPTION

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<b>TITLE:</b>	Resource Development Director
<b>DEPARTMENT:</b>	Development
<b>REPORTS TO:</b>	Chief Executive Officer
<b>CLASSIFICATION:</b>	Full-Time
<b>COMPENSTATION:</b>	Negotiable and commensurate with experience
<b>HOURS:</b>	9:00 AM – 5:30 PM, Monday-Friday
<b>START DATE:</b>	April 2018

### PRIMARY FUNCTION:

The Resource Development Director will provide the leadership, strategic direction, management and coordination for generating all Boys & Girls Club support from individuals, corporations, foundations, and other sources. The Resource Development Director plays a key role in identifying, cultivating, and soliciting major donors for capital and annual gifts. The RD Director will work in close collaboration with the Board, CEO and other senior staff to achieve the fundraising goals of the organization.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Plan, administer, and implement all fundraising activities of the BGCDOC;
- Create and manage a development department in a fiscally sound manner by ensuring that the appropriate systems, staffing and procedures are in place to support fundraising goals;
- Manage annual appeal;
- Develop, manage and implement in collaboration with the CEO all aspects of a capital fund drive.
- Provide detailed reports regarding fundraising progress to the CEO and the Board on a regular basis;
- Maintain a proactive, creative leadership role in the identification, cultivation, and solicitation of individual, corporate and foundation contributions;
- Cultivate and directly solicit key donors, working with the CEO and other key volunteers, as appropriate;
- Develop annual fundraising plan in collaboration with the CEO for presentation to the Board;
- Prepare and/or oversee all direct mail letters, case statements, grants, brochures, and sponsorship proposals required to support fundraising efforts;
- Coordinate donor patron receptions and events in collaboration with the Board Committees and volunteers;
- Ensure that all donors are appropriately thanked and receive regular communication by making donor stewardship a priority;



- Develop and maintain close working relationships with the philanthropic community, individual and corporate donors, sponsors, board members and volunteers;
- Serve as a visible spokesperson and advocate for BGCDOC's mission and programs in the funding community; and
- Serve as a member of BGCDOC's senior management team;
- Ability to perform other duties as assigned by the CEO

#### **COMPETENCIES:**

The Resource Development Director will be:

- Committed to be enthusiasm about BGCDOC's mission and programs;
- Highly entrepreneurial, resourceful, flexible and self-motivated;
- A strategist who is adept at planning, prioritizing, multi-tasking, organizing and following through while remaining highly energetic and focused;
- A team builder with strong skills in management and leadership;
- A catalyst with vision who can create excitement and energy around BGCDOC programs and encourage others to support the organization -- persuasive, persistent, and determined in the pursuit of the organization's fundraising goals;
- Straightforward, self-motivated, and diplomatic -- sharing information readily, listening as well as giving advice and respecting the abilities of others;
- Energetic and willing to work hands-on in developing and executing a variety of fundraising activities; and
- Emotionally mature with a sense of humor to maintain balance.

#### **MINIMUM QUALIFICATIONS:**

The ideal candidate will have the following experience and qualifications:

- At least three to five years of proven experience coordinating a fundraising program in a sophisticated organization with a reputation for quality and excellence;
- Demonstrated experience in managing people and budgets; ability to work in an environment with limited resources; computer literate and knowledge of Donor Perfect and/or other fund development software is required;
- Ability to effectively gain the respect and support of various constituencies, including board and staff members, donors, foundation and civic leaders;
- A successful track record of personally identifying, cultivating and soliciting individual donors, corporations and foundations;
- A record of measurable results in organizing and implementing such activities as: annual gifts, grant writing, corporate and foundation giving, direct mail and special events;
- A track record as an effective communicator; and
- Bachelor's degree and/or a minimum of 4 years fund development required.

**BENEFITS:**

- Health Coverage: Health insurance, Life, Dental, and Vision provided to employee with BGCDOC paying 50% of employee premium.
- Vacation: 2 weeks of vacation per year (10 working days). Vacation is accrued beginning the first day after 90-day probation period.
- Reviews: Performance reviews scheduled annually.

**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. Other duties and/or responsibilities may be assigned as needs arise.

**Please send resume & cover letter to [jlevisy@bgcdoc.org](mailto:jlevisy@bgcdoc.org) or mail to P.O. Box 446 Durham, NC 27702.**