



BOYS & GIRLS CLUBS
OF WELD COUNTY

POSITION DESCRIPTION

TITLE: Director of Resource Development
PERFORMANCE PROFILE SOURCE: Executive Professional
DEPARTMENT: Executive
REPORTS TO: CEO

Exempt Non-Exempt

PRIMARY FUNCTION:

Oversees all organization fundraising with primary concern for meeting the resource needs for the 2,000+ youth that BGCWC serves annually. Positions Board of Directors and works closely with CEO to cultivate and solicit major gifts from individuals, corporations, foundations, and government agencies.

KEY ROLES (Essential Job Responsibilities):

Donor Relations

1. Personally identify, cultivate, solicit, and steward a portfolio of donors including:
 - a. Individual donors, and family foundations
 - b. Corporations, including marketing sponsors and corporate foundations
2. Maintain and grow donor retention.
3. Create and implement a strategic donor acquisition plan for point of entry investments.
4. Prepare customized gift plan proposals personalized for donors' unique personal, financial and charitable goals. If necessary, for Planned Gifts, consult with outside tax and estate planning advisors.
5. Keep abreast of current development trends through continuing education and community involvement.

Strategic Planning

1. Develop yearly and multi-year overall fundraising goals for the organization, including planned giving goals.
2. Create solicitation strategies to meet budgeted annual giving targets.
3. Launch formal Planned Giving program.
4. Create and implement planned giving presentations and solicitations.
5. Manage, guide, train, and monitor key volunteer and staff leadership in fundraising and gift planning guidelines and development strategies.
6. Prepare public relations and marketing materials for the public and media.
7. Oversee grant proposals, applications, and reports.

Donor Recognition

1. Plan and implement appropriate recognition of Major and Planned Giving Donors and their gifts.
2. Oversee Legacy and Donor recognition societies.
3. Coordinate appeal letters, thank you letters, and agency information correspondence to donors and sponsors.
4. Assist and support in special event planning and execution.

Additional Requirements

1. Maintain and oversee donor database.
2. Provide reports of donor information and activities related to gift planning.
3. Review and update gift acceptance policies and procedures.
4. All other duties as assigned.

RELATIONSHIPS:

Internal: Maintain close contact with other executive level staff to stay abreast of current organization and programming needs.

External: Must have excellent diplomacy skills to successfully manage external relationships and effectively liaise with colleagues at all levels.

SKILLS/KNOWLEDGE REQUIRED:

- Bachelor's degree from an accredited college or university.
- A minimum of five years work experience in resource development and gift acquisition.
- Considerable knowledge of planned giving programs as well as non-profit administration.
- Demonstrate excellent interpersonal, writing, public speaking, and management skills.
- Proficient in use of computers, donor database systems, and MS Office (Word, Excel, PowerPoint, Publisher, etc).
- Ability to manage multiple tasks and to develop solutions to problems with limited supervision.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

Must be comfortable with a mobile office environment. Although this individual has a primary office location, the nature of the position requires that they are capable of traveling between units and community meetings. Capable of lifting and moving light to moderate weight equipment for the purposes of program implementation.

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.

Compensation: \$65,000-\$75,000 annually plus company paid Health, dental, vision, life insurance, STD, LTD and 401k.

Please send a cover letter and resume to tadams@bgcweld.org