

**BOYS & GIRLS CLUBS OF UNION COUNTY
JOB DESCRIPTION**

TITLE: DIRECTOR OF DEVELOPMENT

UNIT: CORPORATE

REPORTS TO: CHIEF EXECUTIVE OFFICER

DEPARTMENT: ADMINISTRATION

DATE: February 2022

GENERAL FUNCTION

Under the direct supervision of the Chief Executive Officer, this individual is responsible to develop, manage and lead a successful resource development program. This individual will manage assigned corporate projects in the role of lead staff member in working with board and staff workgroups. Additionally, it is the responsibility of this individual to implement an organizational culture of giving and create a long-term stream of funding for the sustainability of the organization.

KNOW HOW

- Four-year degree from an accredited college or university, and a minimum of 3 years experience in the field of resource development in the not-for-profit arena
- Strong communication skills, both oral and written.
- Ability to develop & establish strong community relationships and create circles of influence.
- Strong skills in project management.
- Demonstrated ability in working with, donors, potential donors, young people, parents and community leaders.

PRINCIPAL ACTIVITIES

1. Leads a successful balanced and comprehensive resource development program that generates both operating dollars and resources necessary to ensure the stability and long-term future of the organization.
2. Daily research of funding opportunities is done which results in a consistent development and managing of relationships, and submitting **individual, foundation, government and corporate proposals**.
3. Implement and manage a system and an event schedule for maintaining year-round contact and progress reports to donors.

4. Coordinate and manage **annual campaign and capital campaigns, planned giving program, direct mail solicitations, and special fund-raising events.**
5. Develop a consistent relationship with all club directors and program staff to assure funding needs.
6. Accountable for maintaining the master funding schedule to assure timely request for funding and reporting purposes.
7. Ensure maintenance of donor and prospect records, gift management systems and gift reports. (ex. -Donor Perfect)
8. Assists individual clubs with local fundraising events as needed.
9. Responsible for annual Development Department budget.
10. Stay informed of developments in philanthropy and fund development and the general fields of management in the not-for-profit sector. Inform staff and volunteers about trends, issues, problems and activities in order to facilitate decision making.
11. Assists the Chief Executive Officer with Planned Giving efforts.
12. Organize circles of influence to cultivate individuals and groups to create a culture of giving in the community.
13. Attend community events and network meetings to develop and establish relationships for potential sponsorships, funding and planned giving purposes.
14. Provide monthly updates on grants and funding efforts
15. Performs other related duties and responsibilities as required or as assigned by Chief Executive Officer.

EFFECT OF END RESULTS

1. Meets or exceeds fund development budget.
2. Effectively follows up with grantors and donors to establish and maintain a positive relationship.
3. Reports and proposals are submitted on a timely basis
4. Donor database is accurately maintained and utilized.
5. Successful management leading to the completion of assigned Corporate projects.
6. New grant proposals are regularly submitted and funded.
7. Attend outside meetings, community events and conferences for the development of public relationships and future funding.

DISCLAIMER

The information presented indicates the general nature and the level of work expected of employees in this classification. It is not designated to contain, or to be interpreted as, and comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job.

Signed by: _____
Incumbent Date

Approved by: _____
Supervisor Date

Reviewed by: _____
Chief Executive Officer Date