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Position Specification

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BOYS & GIRLS CLUBS
OF MONTEREY COUNTY

Director of Major Gifts

03 August 2026, vF

Carlson Beck LLC advises **Boys & Girls Clubs of Monterey County** based on an exclusive consulting assignment. The following details are for your information and should be shared with discretion.

BOYS & GIRLS CLUBS
OF MONTEREY COUNTY

POSITION SPECIFICATION

THE POSITION: **DIRECTOR OF MAJOR GIFTS**

REPORTS TO: **SENIOR DIRECTOR OF DEVELOPMENT**

LOCATION: **MONTEREY, CALIFORNIA**

An exciting leadership opportunity to shape a vital and trusted community resource dedicated to supporting children and families across Monterey County.

Overview

Since 1968, the **Boys & Girls Clubs of Monterey County** ("BGCMC") has been a part of the community and the national Boys & Girls Clubs network. Operating two Clubhouses, BGCMC serves an average of 500 children daily with high-quality programs provided by trained youth development professionals. BGCMC also reaches additional children through online, summer, and other programming. Its staff and volunteers act as trusted mentors and advocates, offering every child opportunity, expectations, recognition, and guidance in a safe and fun environment. With a focus on measurable outcomes, BGCMC's mission is to inspire and empower the youth of Monterey County to realize their full potential and become responsible, healthy, productive, and successful citizens. Its vision is for every child to perform at grade level, graduate from high school, complete post-secondary education, or training, and earn a livable wage as a productive, healthy community member.

THE POSITION

The **Director of Major Gifts** ("DMG") reports to the Senior Director of Development and is a critical member of the Development team. The DMG is a **front-line fundraiser** responsible for managing a portfolio of 90-100 individual, major, and planned giving donors and prospects that represent diverse donor groups, governmental agencies, and other revenue sources.

The DMG will drive strategy for the Annual Campaign and their portfolio will collectively contribute up to $4M to $6M annually to this campaign, managing gifts of all amounts but focusing on gifts of $25K and above and emphasizing six- and seven-figure leadership gifts. They will also engender financial support for special campaigns.

The DMG will collaborate with finance, operations, marketing, and program departments at BGCMC for effective donor cultivation, solicitation, and stewardship. The DMG will jointly oversee and direct Development team members who support the Directors and Senior Director.

Essential Functions and Responsibilities

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Leadership (10%)

- Work effectively with colleagues in other departments to ensure BGCMC effectively achieves its mission and goals.
- Appropriately guide and direct the Coordinators (data, grants and corporate sponsorships, marketing) who are key members of the Development team.
- Support the Senior Director of Development in their leadership of tackling all day-to-day issues related to Advancement.
- Routinely visit Clubs and attend events to engage with staff and better understand BGCMC services, the social issues BGCMC works to overcome, and how to present the case for support thereof to donors.

Strategic Planning (10%)

- Execute the Development department's Strategic Plan and mission with regard to individual and major donors as well as planned giving. This includes effective communication of successes and challenges, both one-on-one and with the entire Development team.
- Work with the Senior Director of Development to ensure the DMG's key performance indicators (KPIs) support the Strategic Plan and are focused on the 3-5 things that will notably move BGCMC forward.
- Recommend revisions to the annual Development Strategic Plan, as warranted.

Fundraising and Financial Management (80%)

- Cultivate and solicit donations from individuals and major donors, including campaign and planned giving, and manage the ongoing stewardship of donors.
- Oversee bequests and solicit planned gifts, including proceeds from IRAs, insurance policies, trusts, and wills.
- Support and collaborate on the management of the CRM database and the organization's website.
- Ensure timely and successful execution of fundraising goals, strategic plan goals, and other tasks as assigned.
- Oversee development of BGCMC's Annual Campaign revenue budget, while collaborating with the Senior Director of Development on the overall Development budget; explore opportunities to grow revenue.

CANDIDATE QUALIFICATIONS / EXPERIENCE

Education: Bachelor's degree from an accredited college or university.

Experience: Seven years of experience and capacity with proven success in consistently raising funds for a youth development organization or other community-based organization.

Thorough knowledge of the development field and function.

Demonstrated ability to organize, direct, plan, budget, and coordinate the individual and major donor function and guide the supporting operations.

Demonstrated ability to raise major funds (six- and seven-figure gifts) on an annual basis.

Knowledge of the principles and practices of planned giving with experience partnering with planned giving professionals on technical structures and vehicles.

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In-depth knowledge of donor database software, ideally Blackbaud Raiser's Edge.

Very strong oral and written communication skills.

Ability to establish and maintain effective working relationships with the Board of Directors, staff, community groups, and other stakeholders, as warranted.

The ability to drive an automobile is strongly preferred.

COMPETENCIES / ATTRIBUTES

The successful candidate will **be**:

- Passionate about BGCMC's mission and vision with a commitment to providing services to the community.
- Able to form relationships with major donors, strategize with BGCMC leadership to determine how best to engage with future donors and steward current donors; and secure the assistance of Board members as needed to be successful.
- Comfortable interacting with high-net-worth individuals and C-suite executives.
- Able to focus on and organize a broad range of fundraising interactions with donors and prospects externally as well as internally contributing to strategy, budgets, and operational improvements.
- Committed to expanding partnerships and BGCMC's impact throughout Monterey County.
- A strong self-starter, people-oriented and energized by, with a commitment to excellence and outcomes; achievement of annual and multi-year goals will be a top priority.

The successful candidate will **have**:

- An appreciation for autonomy with a focus on results, combined with strong collaboration skills.
- Highly developed understanding of the skills and actions necessary to successfully establish relationships resulting in meaningful support of BGCMC.
- Partnership mentality with the ability to proactively solve problems to ensure organizational success.
- The willingness to accomplish "all hands" tasks with enthusiasm and collegiality.
- Fundraising polish and poise, an ease with a diverse array of people, and commitment to BGCMC's impact in community.

Physical requirements for the work environment include the ability to:

- Lift 15 pounds.
- Stand for at least one hour.
- Sit at a computer workstation for extended periods of time.

It is not necessary to meet all the criteria above to apply and be considered for this critical position.

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.

BGCMC is an EEO employer committed to excellence through diversity.

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All employees must be eligible for employment in the U.S.

COMPENSATION

An annual salary range of **$150,000 to $170,000** is offered, based on experience and qualifications. The benefits package includes paid vacation and sick leave, as well as medical, vision, and dental insurance, pension, and 403(b) Plan Investment options.

Professional development opportunities are available contingent upon funding and approval.

This position is classified as exempt.

HOW TO APPLY / WHERE TO DIRECT INQUIRIES

To initiate consideration for this opportunity, **please submit a resume and cover letter**, outlining your qualifications **as per this Position Specification**, to the Carlson Beck representatives below. We look forward to getting to know you!

Sally Carlson, *Managing Partner*
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