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| <b>Job Title:</b>    | Director of Development              |
| <b>Job Type:</b>     | Exempt/Full-Time                     |
| <b>Job Location:</b> | Boys & Girls Club of Glacier Country |
| <b>Reports to:</b>   | CEO                                  |

## **JOB SUMMARY**

Poised for growth, the right candidate will be pivotal in shaping the future of the Boys & Girls Clubs of Glacier Country (BGC GC) in the Flathead Valley. You must be passionate about the power of Boys & Girls Clubs of Glacier Country's mission and vision, and its crucial role in creating great futures for young people in the community. It will be important to be quick, entrepreneurial and flexible, with the ability to adapt to changing circumstances and opportunities. Reporting to the CEO, the Director of Development will be responsible for managing BGC GC's development operations. Under the direction of the CEO and in collaboration with the Board of Directors, the Director of Development is responsible to carry out the organization's major initiatives with a primary focus on the identification, cultivation, solicitation and stewardship of individual, foundation, corporate prospects and donors. In this role you will ensure BGC GC's current donors are properly engaged and that prospective donors are advanced through the prospect pipeline. You will be critical to the sustainability and growth of the organization as our work is not possible without our key partners. You will take the lead on ensuring the CEO maintains frequent communication with these groups.

## **JOB DESCRIPTION**

- Work with the CEO to plan the annual budget and implement resource development strategies to meet and exceed budget goals.
- Development and implementation of a resource development plan with the CEO and senior management staff.
- Develop with the support of the CEO and Board strategic partnerships with corporations and businesses in the Flathead Valley area.
- Establish and maintain appropriate communications with the CEO and Board of Directors, other volunteers and staff members.
- Prepare financial reports, including projected time lines for incremental receipt of revenues.
- Coordinate appeal letters, thank you letters and BGC GC information correspondence to donors and supporters.
- Prepare public relations and marketing materials for the public and the media.
- Identify and cultivate large individual donors and direct their solicitations.
- Direct efforts to design a program to identify, cultivate and solicit gifts from major individual, corporate and foundation prospects.
- Plan and implement solicitation strategies with CEO and Board to meet budgeted annual giving targets.
- Develop, maintain and increase the donor database to promote major cultivation and solicitation.
- Develop and supervise donor recognition strategies and events.
- Other duties as assigned.

**What will success look like?**

- Development systems, activities and processes are evaluated, refined, and well-defined
- Comprehensive plan for BGC GC's donors created, consisting of event participation and quarterly engagement
- Events are successfully executed reaching fundraising and prospect engagement goals
- CRM evaluated and optimized
- Contributed revenue streams are balanced and sustainable
- Prospect pipeline defined and results in goal accomplishment
- Development goals set and accomplished on a quarterly basis
- Infrastructure strengthened to point of building out a development team

**RELATIONSHIPS**

**Internal:** Maintain close, daily contact with CEO and Club staff (professional and volunteer). Maintain contact with Board of Directors and key community volunteers.

**External:** Maintain potential and current donors, corporate and businesses partners, public relations and marketing professionals and community groups.

**SKILLS AND KNOWLEDGE REQUIRED**

- 5-7 years of resource and business development experience in areas of donor relations, major gift solicitations, grant writing, capital and major gift campaigns.
- Public relations and marketing expertise.
- Proven ability to raise substantial sums of money and meeting agreed upon financial targets.
- Demonstrated ability to manage budgets and control fundraising expenses.
- Excellent management skills and the ability to create and be part of a team.
- Excellent written and verbal communication skills.
- Budgeting and computer skills, including knowledge of database operations and spreadsheet software.

**COMPENSATION: Competitive with other nonprofits and commensurate with experience**

Please send a cover letter and resume with appropriate experience to:

Cindy Hooker, CEO [chooker@bgcglacier.org](mailto:chooker@bgcglacier.org)

No phone calls please