



Director of Resource Development

DEPARTMENT: Administrative Staff

REPORTS TO: Chief Professional Officer

FLSA: () Part-Time (X) Full-Time (X) Exempt () Non-Exempt

PRIMARY FUNCTION:

Manage the Resource Development department as an integral part of the overall success of the Boys & Girls Club of Cheyenne by implementing resource development and marketing strategies to generate income through campaigns targeting individuals, foundations, corporations, civic groups, and special events to meet or exceed budget goals.

KEY ROLES (Job Responsibilities):

- Implement strategic plan items relating to donor engagement, fundraising, and marketing efforts.
- Identify and create opportunities to build public awareness of Club services, programs and activities.
- Provide writing support for grant requests and acknowledgment of donor gifts.
- Evaluate success of strategies, materials, and media and modify as necessary.

Resource Development

- Coordinate with committees and Chief Professional Officer in developing and implementing the Club's resource development and marketing plans.
- Work with Chief Professional Officer to solicit individuals, corporations and civic groups for donations and other community resources.
- Plan and implement special events.
- Research potential funding opportunities and write proposals for support.
- Prepare agendas and minutes for the committees.

Resource Management

- Encourage and support the Chief Professional Officer and committees in achieving all goals.
- Assist in developing collaborative partnerships with public, civic groups and social agencies within the community.
- Manage administrative and operational systems to build donor database, track fundraising income, compile income status and variance reports, recognize contributions with acknowledgment letters and special recognition events, coordinate mailings and follow up letters, and data entry regarding Club donors.
- Represent the Club and interpret its objectives, standards and programs to effectively communicate the impact on youth.
- Perform other related duties and responsibilities as required or as assigned.

RELATIONSHIPS:

Internal: Maintains daily contact with Chief Professional Officer and staff, close contact with Board members.

External: Maintain contact with potential and current donors, community and corporate leaders, and media.

SKILLS/KNOWLEDGE REQUIRED:

- A minimum of five (5) years work experience in a Boys & Girls Club or similar organization with an emphasis on donor relations, major gift solicitation, grant writing, campaigns for annual giving, major gifts and capital projects as well as fundraising, marketing, management and budgeting.
- Proven ability to raise substantial sums of money and meet agreed upon financial goals.
- Excellent management skills and the ability to create and be a part of a team.
- Demonstrated ability to manage budgets and control fundraising expenses.
- Budgeting and computer skills, including knowledge of database operations and spreadsheet software.
- Demonstrate the ability to work with the general public.
- Experience with community and public relations.
- Excellent verbal and written communication skills.
- Knowledge of accounting principles as they relate to fundraising issues.
- CPR and First Aid Certifications.
- Valid state driver's license.

Physical Demands:

This is considered a sedentary position. Work involves exerting up to 10 pounds of force occasionally or a negligible amount of force frequently to lift, carry, push, pull, or otherwise move objects, including the human body. This position requires sitting most of the time, but involves walking standing for brief periods of time and walking the property at a leisurely to brisk pace.

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. Our organization is an at-will employer. This means that regardless of any provision made in the employee handbook, either you or the Boys & Girls Club of Cheyenne may terminate the employment relationship at any time, for any reason, with or without cause or notice. No officer, employee or representative of the Boys & Girls Club of Cheyenne is authorized to enter into an agreement- express or implied- with any employee for employment other than at-will.

The Boys & Girls Club of Cheyenne is an equal opportunity employer. BGCC does not discriminate on the basis of race, color, gender or sex, religion, national origin, age, disability, or any other characteristic protected by law. We provide an environment free of discrimination to our employees and members.

Applicants being considered for hire must pass an alcohol and drug test upon receiving an offer of employment. Refusal to submit to testing will result in disqualification of further employment consideration.

The Boys & Girls Club of Cheyenne participates in E-Verify and will provide the federal government with your Form I-9 information to confirm that you are authorized to work in the U.S.