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OPEN POSITION

Position: Director of Resource Development

An exciting opportunity to lead resource development and major giving for the Boys & Girls Club of MetroWest is open and we are looking for our Director of Resource Development to lead the development efforts for the organization while providing direction and support to the President/CEO and Board of Directors.

Boys & Girls Clubs of MetroWest's mission is to provide social, educational, physical and cultural programming for boys and girls in the MetroWest area. The intent of these programs is to enhance the development of children and to prepare young adults to be responsible and productive members of the community. You will be responsible for bringing this mission to life in this community, as you work to ensure the organization has the resources it needs to fulfill its mission.

The Director of Resource Development works with the President/CEO and Board of Directors to plan and execute resource development strategies and monitor progress toward goals. Supports the President/CEO in positioning the board to cultivate and solicit major gifts and grants from individuals, corporations, foundations, government agencies and others, and is responsible for providing leadership and direction to staff in support of resource development.

KEY ROLES:

Leadership

1. Provide leadership and direction to the Chief Executive Officer and Board of Directors in the execution of all development activities required to fund Club operations and deliver programs within the communities.

Strategic Planning

2. In collaboration with Chief Executive Officer and Board, develop and execute a strategic plan for single and multi-year resource development efforts with an emphasis on building the organizations individual donor base.
 - Research and identify individual prospects for solicitation. Prepare background reports on donor giving and interests and recommend solicitation plan.
 - Ongoing identification, cultivation, solicitation, and stewardship of donors..
 - Analyze agency, corporate and foundation donor base and execute solicitation strategies.
 - Prepare and seek approval for corporate and foundation proposals to support the Club, using current cultivation and solicitation materials.
 - Support special events by obtaining sponsorships and recruiting attendees/participants.

Director of Resource Development

- Provide support for various fundraising projects/initiatives assigned by the President/CEO, such as endowments, major gifts and planned giving.
3. Ensure evaluation of development activities and identify opportunities to improve results.

Board Development

4. Identify, recruit and train Board members to participate in solicitation and other resource development activities.
5. Encourage and support Board committees responsible for planning and implementing development activities.

Resource Management

6. Participate in the development, implementation and monitoring of the Club's annual budget, controlling expenditures within budget and maintaining donor and financial records in accordance with standards.

Partnership Development

7. Develop strategic alliances with community leaders and local officials. Develop collaborative partnerships with other youth serving organizations, members, parents, families, funders and community organizations.

Marketing and Public Relations

8. Increase visibility of Club development activities and maintain the public trust.

ADDITIONAL RESPONSIBILITIES:

1. Supervise donor base software for accuracy, gift acknowledgement, and opportunity.
2. Other duties as assigned.

RELATIONSHIPS:

Internal: Maintain oral and written contact with the President/CEO, Board of Directors, staff peers, and volunteers for the purpose of exchanging information, and provide progress reports as needed regarding activities and planned programs, and to coordinate events.

External: Maintain oral and written contact with other agencies, business leaders, community groups, Boards of Directors of such organizations, and the media for the purpose of exchanging information and ideas and for the purpose of fundraising.

SKILLS/KNOWLEDGE REQUIRED:

- Bachelor's degree from an accredited college or university preferred
- A minimum of five years nonprofit experience, specifically in fundraising with increasing responsibility, sales/marketing, or equivalent experience

Director of Resource Development

- Considerable knowledge of fundraising techniques and sources of funding for nonprofits
- Demonstrated success with individual giving program
- Knowledge of: the mission, objectives, policies, programs and procedures and of the principles and practices of nonprofits, youth development services preferred
- Ability to organize and coordinate fundraising operations
- Strong oral and written communication skills, both verbal and written
- Ability to establish and maintain effective working relationships with Club staff, board members, volunteers, community groups and other related agencies.
- Knowledge of accessing and managing donor database

Send Resume To:

Boys & Girls Clubs of MetroWest

169 Pleasant St

Marlborough, MA 01752

Or email: chris.duane@bgcmetrowest.org