

**Resource Development Director
Boys & Girls Clubs of Durham and Orange Counties (BGCDOC)**

Reports to: Chief Executive Officer

Classification: Resource Development Director position is classified as full-time.

Basic Function: The Resource Development Director will provide the leadership, strategic direction, management and coordination for generating all Boys & Girls Club support from individuals, corporations, foundations, and other sources. The Resource Development Director plays a key role in identifying, cultivating, and soliciting major donors for capital and annual gifts. The RD Director will work in close collaboration with the Board, CEO and other senior staff to achieve the fundraising goals of the organization.

Responsibilities:

Plan, administer, and implement all fundraising activities of the BGCDOC;

Create and manage a development department in a fiscally sound manner by ensuring that the appropriate systems, staffing and procedures are in place to support fundraising goals;

Manage annual appeal;

Develop, manage and implement in collaboration with the CEO all aspects of a capital fund drive.

Provide detailed reports regarding fundraising progress to the CEO and the Board on a regular basis;

Maintain a proactive, creative leadership role in the identification, cultivation, and solicitation of individual, corporate and foundation contributions;

Cultivate and directly solicit key donors, working with the CEO and other key volunteers, as appropriate;

Develop annual fundraising plan in collaboration with the CEO for presentation to the Board;

Prepare and/or oversee all direct mail letters, case statements, grants, brochures, and sponsorship proposals required to support fundraising efforts;

Coordinate donor patron receptions and events in collaboration with the Board Committees and volunteers;

Ensure that all donors are appropriately thanked and receive regular communication by making donor stewardship a priority;

Develop and maintain close working relationships with the philanthropic community, individual and corporate donors, sponsors, board members and volunteers;

Serve as a visible spokesperson and advocate for BGCDOC's mission and programs in the funding community; and

Serve as a member of BGCDOC's senior management team;

Ability to perform other duties as assigned by the CEO

Ideal Experience: The ideal candidate will have the following experience and qualifications:

At least three to five years of proven experience managing a fundraising program in a sophisticated organization with a reputation for quality and excellence;

Demonstrated experience in managing people and budgets; ability to work in an environment with limited resources; computer literate and knowledge of Donor Perfect and/or other fund development software is required;

Ability to effectively gain the respect and support of various constituencies, including board and staff members, donors, foundation and civic leaders;

A successful track record of personally identifying, cultivating and soliciting individual donors, corporations and foundations;

A record of measurable results in organizing and implementing such activities as: annual gifts, grant writing, corporate and foundation giving, direct mail and special events;

A track record as an effective communicator; and

Bachelor's degree and/or a minimum of 4 years fund development required.

Personal Qualities: The Resource Development Director will be:

Committed to be enthusiasm about BGCDOC's mission and programs;

Highly entrepreneurial, resourceful, flexible and self-motivated;

A strategist who is adept at planning, prioritizing, multi-tasking, organizing and following through while remaining highly energetic and focused;

A team builder with strong skills in management and leadership;

A catalyst with vision who can create excitement and energy around BGCDOC programs and encourage others to support the organization -- persuasive, persistent, and determined in the pursuit of the organization's fundraising goals;

Straightforward, self-motivated, and diplomatic -- sharing information readily, listening as well as giving advice and respecting the abilities of others;

Energetic and willing to work hands-on in developing and executing a variety of fundraising activities; and

Emotionally mature with a sense of humor to maintain balance.

Benefits:

Health Coverage:

Health insurance, Life, Dental, and Vision provided to employee with BGCDOC paying 50% of employee premium.

Vacation:

2 weeks of vacation per year (10 working days). Vacation is accrued beginning the first day after 90-day probation period.

Reviews: Performance reviews scheduled annually.

Compensation: Negotiable and commensurate with experience.

Administrative Office Hours: 9:00 am – 5:30 pm, Monday through Friday.

Please send resume to jlevisy@bgcdoc.org or mail to P.O. Box 446 Durham, NC 27702.