

# GREAT FUTURES START HERE.



## JOB DESCRIPTION

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**TITLE:** Director of Development

**SUPERVISOR:** Chief Executive Officer

**CLASSIFICATION:** Full-time/Exempt

### **ABOUT US:**

Boys & Girls Clubs of North San Mateo County has been inspiring and enabling young people throughout North San Mateo County to reach their full potential and contribute to their communities since 1953. We are committed to partnering with schools and the community to ensure that the students of our community graduate from high school, ready for college and career. Join our Team. Join our Club – Great Futures Start Here!

### **Candidate Profile:**

The ideal candidate will be a seasoned, mission-driven leader with a proven ability to build, cultivate, and manage relationships with key external stakeholders and funders to meet ambitious development goals. You must be passionate about the power of the Boys & Girls Clubs of North San Mateo County mission and vision, and its pivotal role in creating great futures for young people in the community. Experience analyzing and interpreting fundraising and program data to drive strategy and anticipate future funding needs is essential. You will be quick, entrepreneurial and flexible, with the ability to adapt to changing circumstances and opportunities. The Director of Development will have the opportunity to help build and lead a talented team that is mission-focused, results-oriented, passionate and fun.

### **Position Summary:**

Reporting to the CEO, the Director of Development will be responsible for managing BGCNSMC's development operations. Under the direction of the CEO and in collaboration with the Resource Development Committee, the Director of Development is responsible to carry out the major initiatives identified in the Resource Development Plan with a primary focus on the identification, cultivation, solicitation and stewardship of individual, foundation, corporate prospects and donors, and special events. In this role you will ensure BGCNSMC's current donors are properly engaged and that prospective donors are advanced through the sales 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.

**Key responsibilities include:**

**Secure funding necessary to sustain and expand BGCNSMC's impact**

- The DOD, working closely with the CEO and Board of Directors, will identify and cultivate strategic relationships with a diverse array of local foundation, corporate, government, educational institutions and individual donors to build upon its current \$1.9M annual budget;
- Raise additional funding, including multi-year commitments, necessary to grow BGCNSMC's operating budget and impact in future years;
- Manage strategies and activities for donor identification, cultivation, solicitation, and stewardship;
- Create new potential donors with presentations and follow-up invitations to engage them and connect with BGCNSMC activities and events;
- Actively cultivates and stewards current and potential donors, with an emphasis on growing individual donor base;
- Lead donor cultivation events with a view to strategically engaging high capacity individuals and growing our major donor community;
- Maintain an active, current body of knowledge pertaining to a growing constituency of current and prospective donors and volunteers;
- Work with CEO to uncover prospective areas of revenue opportunity ;
- Set and meet annual revenue and budget goals in partnership with the CEO and the Board of Directors;
- Manage weekly, monthly, and quarterly goal setting and tracking of development progress.

**Raise BGCNSMC's regional profile through strategic relationship building, marketing and outreach**

- Represent BGCNSMC to key constituencies and stakeholders throughout the Bay Area, including community leaders, government officials, school personnel, clubs and organizations, families, and members;
- Represent BGCNSMC to current and potential individual supporters;
- Further cultivate and steward relationships with existing partners, including with South San Francisco Unified School District, the City of South San Francisco, Department of Parks & Recreation, Pacifica School District, the City of Pacifica, Bay Area STEM Ecosystem to foster, and deepen collaboration and engagement;
- Promote BGCNSMC's brand and public profile through marketing, networking, traditional & social media, and major events;
- Works with Site and Program Directors to coordinate Club tours, site visits, and special projects;
- Leverage program events and ensure that appropriate donors and key stakeholders are invited (showcases, Spelling Bee, Monster Bash, Youth of Year); and
- Identify and pursue new partnership opportunities designed to increase financial and programmatic support, raise awareness and increase the impact of BGCNSMC in the region.

## **Support and leverage the Board of Directors to drive the impact and sustainability of BGCNSMC**

- Support and leverage a dynamic Board of Directors in order to make full use of their strengths and knowledge to strengthen the organization's resource development capacity;
- Partner with the CEO and Board of Directors to develop a multi-year resource development plan, and annual resource development budget that maximizes local impact and sustainability;
- Staff, actively engage and serve as thought-partner and facilitator to the Resource Development Committee of the Board of the Directors to develop strategies and initiatives to meet fundraising goals;
- Develops fundraising training for board members and other volunteers.

### **What will success look like?**

- Development systems, activities and processes are evaluated, refined, and well-defined
- Comprehensive plan for BGCNSMC's donors created, consisting of event participation and quarterly engagement
- Events are successfully executed reaching fundraising and prospect engagement goals
- CRM (Donor Perfect) 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

### **Salary and Benefits**

- Salary: Competitive with other nonprofits and commensurate with experience
- Health benefits: BGCNSMC pays 100% of premiums for medical, dental for the employee, PLUS BGCNSMC also pays 100% for either dependents or spouse of the employee;
- Retirement benefits: BGCNSMC contributes 5% of salary to 401(k) plan after one year of employment;
- Generous paid time off policy;
- Creating pathways to Great Futures for all youth: priceless.

### **Qualifications:**

The ideal candidate for this position will possess many, if not all, of the following professional qualifications, competencies and personal qualities:

- A sincere and deep commitment to the fundamental belief that every child will achieve academic success with a plan for their future, that every child will be physically active every day, and that every child will develop a positive sense of self. Our mission is to inspire and enable young people to realize their full potential and contribute to their communities.

- Minimum of 5+ years of fundraising and development leadership experience, with particular value on experience working in nonprofit organizations with fast-paced, high-growth environments;
- Proven ability to initiate, cultivate, and manage relationships with key individual and institutional stakeholders and meet ambitious fundraising goals;
- Strong Bay Area experience and established relationships in Bay Area philanthropic, nonprofit and business sectors, combined with a deep understanding of the critical issues facing students, families and schools in local communities;
- 5+ years of proven success managing teams toward ambitious, measurable results;
- Rigorous thinker with the ability to analyze program, fundraising and financial data, anticipate future needs, and drive strategy;
- Strong project manager with the ability to scope projects and execute multi-faceted processes in a collaborative context;
- Outstanding ability to build trust with diverse partners and stakeholders; exceptional cultural competency and demonstrated success with diverse populations including donors, community leaders, and members and families;
- Exceptional written and verbal communication skills; an authentic, persuasive and passionate communicator with excellent interpersonal skills; a customer service orientation;
- Comfort with web-based tools and technology and good instincts about how it can be used most effectively;
- Resourceful, flexible, team-player with a positive “can do” attitude and a sense of humor; open to change, learning, and improvement;
- Ability to work flexible hours that will include evenings and some weekends;
- Bachelor’s degree required; advanced degree or equivalent experience preferred;
- Certified Fund Raising Executives and/or Association for Fundraising Professionals preferred.

**DISCLAIMER:** The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, or to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job.