



POSITION DESCRIPTION

VICE PRESIDENT OF DEVELOPMENT

For over 100 years, the Boys & Girls Club of Greenwich (BGCG) has offered Greenwich kids a safe place to learn and grow. Every day over 350 kids come to BGCG after school. Programs focus on academic enrichment, healthy lifestyles and character development. In addition, the organization runs summer program at its downtown location and at Camp Simmons.

The organization seeks a thoughtful and talented senior fundraising professional who will help build upon BGCG's history and take fundraising to the next level of success. The Vice President of Development is responsible for all fundraising activities. The successful candidate will help forge new relationships to build BGCG's visibility, impact and financial resources. The VP of Development will design and implement a comprehensive plan for developing key external alliances by cultivating individual and philanthropic support.

Reporting to the Chief Executive Officer (CEO), the VP of Development serves as a key leadership team and an active participant in implementing BGCG's strategic plan. S/he will be supported by a staff of three as well as volunteers as needed. In addition, the VP of Development will work closely with the Board of Directors.

KEY RESPONSIBILITIES

Fundraising & Development

- Drive the organization's fundraising efforts. Develop a balanced funding mix of donor sources and solicitation programs tailored to the needs of the organization that will enable it to attract, retain and motivate donors and volunteers.
- Foster relationships with prospective donors and be willing to solicit donations at all levels. Cultivate a broad donor base of corporations, foundations, individuals and other institutions.
- Partner with CEO to cultivate donors and solicit major gifts.
- Create and implement, in concert with fund development committee, an annual fundraising plan and prioritize a comprehensive annual appeal.
- Help board members, other fundraising volunteers and staff identify, cultivate and solicit charitable gifts.
- Oversee the grant writing and grant management processes for foundation, corporate and government grants.

- Assure design and maintenance of donor and prospect records, gift management systems, and informational reports.
- Assure appropriate prospect research.
- Oversee planning of all special events with the support of staff, the Board and community volunteers.

Communications & Marketing

- Oversee design and implementation of all marketing materials, both internal and external, to maintain a consistent brand and enhance the organization's image and public awareness.
- Maintain regular communications with key stakeholders including staff, Board of Directors, funders, prospects, and community leaders.
- Oversee all media and press relations, with an emphasis on social media. Ensure the organization is visible within the community

Leadership

- Help BGCG implement its strategic plan.
- Ensure that philanthropy and fund development are carried out in keeping with the organization's values, mission and plan.
- Inform the CEO and Board of Directors on current philanthropic trends, issues, challenges and activities and recommend policy positions concerning funding development.
- Help establish performance measures, monitor results and help the CEO and Board of Directors evaluate the effectiveness of fund development efforts.

QUALIFICATIONS

- Minimum of 10 years of increasingly responsible leadership positions in fundraising and a solid understanding of the nonprofit sector.
- Demonstrated success in fundraising. Proven success in securing large six-figure and seven-figure gifts or just large gifts.
- Tangible experience of having expanded and cultivated donor relationships.
- Excellent oral and written communication skills, as well as interpersonal skills required to work effectively at all levels of the organization and with its stakeholders.
- Ability to build strong teams.
- Highly motivated, proactive and organized leader with superb supervision and project management skills. Ability to multi-task in a fast-paced environment and work under pressure with careful attention to detail.
- Bachelor's degree required, Master's preferred.
- High energy and passion for BGCG's mission.

BGCG AT A GLANCE

Location:	Greenwich, CT
Annual Operating Budget:	\$3.6 million
Employees:	15 full-time and 50 part-time/seasonal
Vision Statement:	BGCG—where youth go to find their greatness
Mission Statement:	BGCG’s mission is to prepare young people, through enrichment opportunities and supportive relationships, to be responsible, caring, and productive community members.

Core Operating Values:

At BGCG, we value:

- **Inclusion:** We strive to ensure that all members feel a sense of connection and belonging.
- **Respect:** We believe it is essential for everyone who interacts with the Club to be treated—and treat others—with respect and dignity.
- **Safety:** We place the highest priority on creating a physically and emotionally safe environment for our members and staff.
- **Accountability:** We are committed to maintaining the highest professional standards in all our endeavors.
- **Teamwork:** We believe our best results come from working together.

Critical Issues & Goals:

Based on the 2018-22 BGCG Strategic Plan:

1. **Programming** – *To create a balanced portfolio of quality programming with clear and measurable outcomes.*
2. **Capacity Building** – *To determine how to utilize space efficiently and increase revenue; and to utilize technology effectively in a robust manner to improve service delivery, productivity, and community reach.*
3. **Community Awareness and Marketing** – *To improve awareness and outreach in order to build stronger community attachment, participation, and financial support.*

4. **Financial Sustainability and Growth** – *To secure resources from a diverse array of institutional and individual donors to fully support BGCG’s operating, capital, and endowment needs.*

Applicants should reply with a resume and cover letter that references their experience in relation to the core competencies of the job.

All resumes should be sent to Eileen Tang, Board Chair, at etang@bgcg.org

Visit the Boys & Girls Club of Greenwich’s website at www.BGCG.org