



SENIOR DIRECTOR OF DEVELOPMENT JOB POSTING

TITLE: Senior Director of Development
DEPARTMENT: Fundraising
REPORTS TO: VP of Development
EMPLOYEE CLASSIFICATION: Full-Time Exempt

Primary Function:

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 Senior Director of Development is responsible for all annual fundraising activities. The successful candidate will help forge new relationships to build BGCG's visibility, impact, and financial resources. The Senior Director of Development will design and implement a comprehensive plan for developing key external alliances by cultivating individual and philanthropic support. This position is a key leadership role and an active participant in implementing BGCG's strategic plan. The Senior Director of Development will work closely with the Board of Directors, volunteers, and development team.

KEY RESPONSIBILITIES

Fundraising & Development

- Drive the organization's annual 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. Ensure close collaboration with VP of Development and Capital Campaign solicitations to ensure an integrated approach.
- Partner with CEO, VP of Development, and other leadership to cultivate donors and solicit major gifts.
- Create and implement an annual fundraising plan in concert with the board development committee.
- Help board members, other fundraising volunteers, and staff identify, cultivate, and solicit charitable gifts.
- Responsible for grant writing and 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.

Communications & Marketing

- Work with Director of External Relations to design and implement 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.

Leadership

- Ensure that philanthropy and fund development are carried out in keeping with the organization's values, mission, and plan.



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- 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 6 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 gifts.
- Substantial experience in having expanded and cultivated donor relationships.
- Excellent oral and written communication and interpersonal skills are 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.
- High energy and passion for BGCG's mission.
- Knowledge of Raisers Edge is a plus.

Note: 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.

Salary Range: Competitive salary range based on experience

Benefits: We offer the full range of competitive benefits, including medical, dental, vision, long-term disability, life insurance, retirement contribution after the eligibility period is met, PTO (paid time off) plan, 11 paid holidays, and discounts on programs.

To Apply

Please send resume, cover letter, and references to HR@bgcg.org ATTN: VP of Development

After initial screening, you will be required to submit an online application and three (3) professional and two (2) personal references.

Note: References will be checked on top candidates.

Boys & Girls Club of Greenwich provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.