



BOYS & GIRLS CLUBS
OF MARIN AND PETALUMA

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Job Title: Director of Development & Communications

Department: Development

Reports To: President & CEO

Location: Headquarters, Petaluma/San Rafael

Hours/Schedule: 9AM – 5PM, Exempt

GENERAL FUNCTION:

The Director of Development works with the President & CEO and the Board of Directors to plan and execute resource development and marketing strategies and monitor progress against goals in the areas of individual, board, corporate, foundation and special event giving. Supports the CEO in positioning the Board of Directors to cultivate and solicit gifts and grants from individuals, corporations, foundations, United Way, government agencies and others; and is responsible for managing the overall administrative needs relating to resource development. The Director of Development supervises the Development Coordinator and the Database & Foundations Coordinator works with contracted outsourced staff including but not limited to event coordinators and/or a grant writer.

RESPONSIBILITIES:

1. **DONOR RELATIONS** – Working with CEO, creates and implements an individual major gifts program for donors in both Marin County and Petaluma. Creates Club stewardship program, and “moves management” of select donors. Creates and implements corporate giving program for the entire organization, including special fundraising events, programs and athletics. Develop donor cultivation strategy of major individual and corporate gift prospects in collaboration with the CEO and key board members, including donor benefits levels and gift naming opportunities. Keeps accurate and pristine donor files within the organization’s database, continuously updating relationships, contact information and moves management. Manages development staff to ensure timely and appropriate acknowledgement of all donors through written thanks and donor recognition events and opportunities. Coordinates with appropriate Club departments to ensure no duplication of donors.
 - a. **BOARD RELATIONS** – In collaboration with the CEO, develop a plan to achieve annual fundraising goal for the board of directors, cultivating members into different levels of giving to their highest ability. Responsible for tracking board member performance as relates to Resource Development activities. Responsible for reporting on development activities at board meetings and collaborates with key committees. Works with the board to develop prospect lists and relationships in order to continue donor, corporate and foundation giving pipeline. In collaboration with the CEO, participate in board and leadership council governance in order to engaging community members of capacity and community relevance in the organization.
2. **CAMPAIGN MANAGEMENT** – Assists CEO and campaign counsel with future Capital Campaigns in Marin County and Petaluma. Creates and implements overall annual campaign for individual giving in both counties



including the end of year campaign, major gift campaign, It Just Takes One and other annual campaigns as needed. Develops and builds campaign volunteer bases to increase overall capacity of organization.

3. **SPECIAL EVENTS** – Works with CEO, Board of Directors and prospective committees to create, develop and implement all special events for the organization. Responsible for confirming all corporate sponsors for all special events. Manages Development Coordinator, to implement logistical coordination of special events, including executing promotional materials, logistics, communication with vendors and volunteer coordination.
4. **GRANT WRITING & REPORTING** – In collaboration with the CEO, continue and foster new relationships with private and/or family foundations. Responsible for grant writing of new applications, and reporting and renewal of continued partnerships with private foundation. Manages the Database & Foundations Coordinator to maintain a grants calendar ensuring deadlines and opportunities are met. Collaborates with Director of Operations to ensure realistic grant objectives are being met, outcome measurements are being utilized and reports to funders as required.
5. **MARKETING & COMMUNICATIONS** – Responsible for designing a thoughtful, highly strategic communications plan within the development plan for both Marin County and Petaluma in order to properly highlight the organization, foster community partnerships and increase participation via social media, website and electronic communication platforms. Conducts Marketing Committee meetings and provides logistical support. Conducts community presentations, oversees staff and volunteers who maintain web site and submits press releases to local media monthly highlighting program and recognition opportunities. Ensures that Club is providing cause related marketing perks as promised to corporate donors, and develops unique recognition opportunities for corporations. Manages appropriate staff to ensure thoughtful, creative and timely delivery of all event collateral, social media campaigns, design elements, website maintenance and press release and media contact distribution.
6. **DATABASE MANAGEMENT** – Responsible to maintaining and improving data accuracy within the donor database, email database and event software to provide synchronicity between all systems in order to maintain quality and high-level donor records. Responsible for communicating with the accounting department to ensure the database and QuickBooks are continuously audited and physically audited on a bi-annual basis. Analyze donor giving histories and donor lists to provide support for donor development and major giving plan including upgrades. Maintains and executes the highest level of privacy and professionalism when managing donor information. Manages Database & Foundations Coordinator to provide support within the database and administer all donor acknowledgement letters, mailing lists, queries and reports within the database and segmented donor management and sourcing.
7. **GENERAL ADMIN** – as needed.

SKILLS, EXPERIENCE & ATTITUDES:



- Four-year degree in related field from an accredited college or university preferred, or equivalent experience. Five years of progressively responsible development experience.
- Strong communication skills both verbal and written.
- Great team work skills, including an understanding of group dynamics.
- Computer skills: Microsoft Office Suite, Adobe Creative Suite
- Ability to quickly learn new computer programs, including Raiser’s Edge, eTapestry, Constant Contact, and Auction Maestro
- Demonstrate organizational, staff and project management abilities.
- Impeccable honesty and integrity.
- Commitment to being a high performance team player.
- Interest and ability to represent the agency in the public eye.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

Majority of work performed sitting at a desk on a computer, travel between Marin and Petaluma as needed, occasional lifting of boxes may be required, occasional after-hours and weekend work based on special events.

PHYTO APPLY:

Please send resume and cover letter to petalumabgchr@gmail.com

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.

I have read and agree to all of the above.

Name

Date