



About the Position

Title: Director of Development
Reports to: Executive Director
Location: Stamford, CT
Resumes only: mcotela@bgcastamford.org

Boys & Girls Club of Stamford

The Boys & Girls Club of Stamford serves approximately 1,600 youth through membership each year, with an additional 2,000 youth served through community outreach efforts. The Club provides a positive and safe place to learn and grow. The Club's mission is to enable all young people, especially those who need help the most, to realize their full potential as productive, responsible and caring citizens. The Boys & Girls Club of Stamford relies upon the philanthropic support of individuals, corporations and foundations in order to carry out its mission and sustain and grow its services.

With two facilities in operation in Stamford – the Mary C. Rich Clubhouse and the Yerwood Clubhouse – and the Gary Wendt Teen Center – under construction, the Boys & Girls Club of Stamford is a vital and vibrant part of the community offering exciting growth opportunities for a Director of Development.

Position Description

Reporting to the Club's Executive Director, this position plays a key leadership role in leading the Club's fundraising and development efforts to enable the Club to provide outstanding programs and fulfill its mission in the community. This position will plan and execute development strategies and monitor progress against goals. The Director of Development will work with the Executive Director and the Board to cultivate and solicit major gifts and grants from individuals, corporations, foundations, government agencies and others.

The key tasks of the role include, but are not limited to:

1. Creating and executing an annual development plan that includes identifying and attracting single and multi-year donors
2. Researching and analyzing agency, corporate, individual and foundation donor base and recommending solicitation strategies
3. Identifying and cultivating relationships with high priority target donors and prospects to drive individual giving
4. Leveraging the new Teen Center investment to create new donor and grant opportunities
5. Work in conjunction with the Assistant Director of Development to expand corporate giving and foundation grant solicitations
6. Creating an effective outreach program including Friends of The Club and Alumni
7. Managing and directing fundraising events (to include obtaining sponsorships and solicitation of gifts, preparation of related printed materials and overseeing special event production) throughout the year to reinforce the Club's position in the community, attract donors and support fundraising efforts
8. Meeting with community leaders to build awareness of the Club and garner support; developing strategic alliances with community leaders and local officials, as well as leaders of other youth serving organizations, members, parents, families and funders
9. Designing and implementing direct mail programs



**BOYS & GIRLS CLUB
OF STAMFORD**

10. Providing support for various fundraising projects/initiatives assigned by the Executive Director, such as endowments, major gifts and planned giving
11. Ensuring the evaluation of development activities and identifying opportunities to improve results
12. Identifying, recruiting and training Board members to participate in solicitation and leadership of special events
13. Work with the Executive Director to ensure that new Board members are properly oriented to the Club and supporting opportunities for their ongoing education
14. Participating in the annual evaluation of board member engagement
15. Encouraging and supporting Board Committees responsible for planning and implementing development activities
16. Participating in the Club's annual budget process and controlling expenditures within budget throughout the year
17. Maintaining donor and financial records in accordance with standards
18. Providing leadership to the development staff, ensuring productivity and effective performance against their goals
19. Increasing the visibility and the presence of the Club through effective marketing and public relations; creating a stronger brand identity and social media presence for the Club
20. Supervise and direct the Development Dept. Staff

Education

- Undergraduate degree from an accredited college or university, strongly preferred

Experience and Skills

Required:

- A minimum of 5 years working in a non-profit organization, preferably in a fundraising and/or sales/marketing capacity
- Proven track record growing fundraising in a non-profit setting
- Considerable knowledge of fundraising techniques and sources of funding for non-profit agencies and organizations
- History of strong community engagement
- Prior experience managing individual giving campaigns
- Ability to successfully lead and manage a small team
- Ability to establish collaborative partnership with Club leaders, the Board, staff, volunteers, community groups and other related agencies
- Knowledge of accessing and managing donor databases
- Strong oral and written communication skills
- Strong organizational skills and ability to multi-task

Desired:

- Extensive Boys & Girls Club experience
- Close understanding of the Stamford community
- Prior grant writing experience