



**POSITION:** Development Director  
**HOURS:** Full Time  
**STATUS:** Exempt; At-will  
**SUPERVISOR:** Chief Executive Officer (CEO)

**PRIMARY FUNCTION:** The Development Director will provide strategic and administrative oversight for BGCDA's fundraising efforts. Manages and acquires corporate and individual fundraising-related activities, working closely with the CEO and the Resource Development Committee. Duties include annual fund development, donor cultivation and stewardship, information management and fiscal reporting related to fundraising goals and activities. Must abide by and support the Club mission, to inspire and enable all young people to reach their full potential as caring, productive and responsible citizens.

**KEY ROLES (Essential Job Responsibilities):**

**Individual Donor Acquisition and Management**

1. Leads strategies and research to identify, prioritize, cultivate, solicit, recognize and steward all donors and prospects, including reengaging lapsed donors.
2. Coordinate pre-donor meetings, including cultivating and managing the relationship between BGCDA and the prospect, overcoming objections, preparing customized presentation materials, responding to follow-up inquiries, etc. Responsible for preparing materials and pitches that can be delivered in person or over the phone. Edit and prepare content for individual donor solicitations.
3. Take prospects through all phases of the development cycle, including donor calls and meetings, presentations and proposals, pledges and contract negotiations.
4. Oversees the implementation of annual campaign appeals.
5. Oversees planning of fundraising/special events and strategically identifies opportunities for individual and corporate sponsorships.

**Corporate Sponsorship and Partnership Development Management**

1. Work with CEO, board and administrative staff to acquire, build and sustain corporate partnerships and relationships.
2. Work with corporate partners to obtain sponsorships and write sponsorship proposals.
3. Work with staff to create sponsorship opportunities and execute sponsorship and corporate partner needs.
4. Coordinate and implement acknowledgement, thank you, and recognition procedures and strategies.

**Pledge Program**

1. Oversee pledge program strategy including the implementation of pledge campaigns, including sponsorship/pledge renewals and special appeals.
2. Develop and implement strategy to reach revenue goals; manage, sustain and nurture existing relationships and engage new partners.
3. Ensure donor recognition on BGCDA website, brochure, and annual reports.

4. Work closely with current and potential Funding Partners to support BGCDA and encourage financial and additional resources and support for BGCDA mission.
5. Responsible for coordinating content for regular correspondence to donors and collaborates with staff and consultants to ensure that publications, website and social media include donor focused content.
6. Responsible for annual corporate sponsorship and mission support revenue based on approved fiscal budget and a minimum of \$300,000 a year.

### **Development Database Management and Administration**

1. Conduct research and analysis for strategic development efforts using the BGCDA database.
2. Manage and update all development related information that is entered into the database.
3. Manage all mass print and e-mailings for annual appeal, gala and other key events.
4. Prepare annual reports and keep donor member list up-to-date.
5. Responsible for written monthly updates to CEO regarding pipeline development and revenue projections.
6. Responsible for facilitating the Resource Development Team meetings.

### **ADDITIONAL RESPONSIBILITIES**

- Attends meetings of Board of Directors, Resource Development and other board committees as directed.
- Grant management and writing (\$10,000 and above) in collaboration with the CEO and Director of Programs and Operations.
- Manage and update board ask and solicitor lists.
- Serve as a board liaison and point of contact for Board of Directors' asks.
- Represents the Club at various community meetings and events throughout Danville and Pittsylvania County.
- Support various administrative tasks related to fundraising and donor management as needed.
- Stays current on all areas of job duties through attending conferences, seminars and trainings.

### **SKILLS/KNOWLEDGE/QUALIFICATIONS REQUIRED:**

- Pass background and drug check.
- Bachelor's degree from an accredited college or university.
- Fundraising in the non-profit sector and a track record of raising substantial funds from individual, corporate and institutional donors strongly preferred.
- Knowledge of and proficient in Microsoft Office Suite.
- Knowledge of and proficient in donor database systems.
- Meticulous attention to detail.
- Strong sense of personal accountability and follow-through.
- Ability to stay organized, multi-task and meet deadlines.
- Excellent communication skills, both verbal and written.
- Willingness to work collaboratively and with a positive attitude in a team environment.
- Ability to work well with constituents of all ages and backgrounds.

### **PHYSICAL REQUIREMENTS AND WORKING CONDITIONS**

- In order to perform this job successfully an individual must meet the physical requirement necessary to complete the essential job duties.

**To Apply: Send cover letter and resume, including 3 references to [applynow@bgcdanville.org](mailto:applynow@bgcdanville.org).**