



## BOYS & GIRLS CLUB

### JOB OPENING FOR DEVELOPMENT DIRECTOR

The Boys & Girls Club of Greater Baton Rouge (BGC) is seeking a Development Director to coordinate and manage fundraising, grantsmanship, and all related areas of institutional advancement for the organization. This is a unique job opportunity for an experienced, mid-career development professional to help the organization achieve its enormous growth potential and complete a multi-\$million capital campaign for a new Clubhouse facility. We are seeking applicants with a “can do” attitude, proven track record in fundraising and institutional advancement, and ability to regularly multitask diverse grant, annual fund, major gift, advancement services, communications, and special event activities.

#### Duties

The primary job responsibilities and estimated time allotments are as follows:

- **Approximately 75 percent on fundraising**, including annual fund, several signature annual events, major gifts, grantsmanship, and supporting the CEO and advisory boards with the ongoing capital campaign.
- **Approximately 25 percent on development/advancement services**, including processing gifts, updating/managing Bloomerang database, and assisting the CEO with online, newsletter, and related communications.

The position reports to the President & CEO.

#### Qualifications

##### **Requirements:**

- An associate or bachelor’s degree (or higher);
- At least 3-5 years of direct, relevant experience in nonprofit fundraising, advancement services, and/or other closely-related area(s) of institutional advancement;
- Experience managing or supporting successful fundraising program(s) and/or campaign(s);
- Excellent written and verbal communications skills;
- LA driver’s license and ability/willingness to travel;
- Experience with one or more development databases, e.g., Bloomerang, Blackbaud, or similar.
- Experience with MS Office software.

#### To Apply

Please submit a letter of interest, updated resume, and list of 3-5 professional references to: Mr. Pat Van Burkleo, President & CEO, Boys & Girls Club of Greater Baton Rouge. E-mail submission is preferred: [pat@brclubs.org](mailto:pat@brclubs.org). Interested candidates are encouraged to apply soon, as the review of applications will begin immediately, and will continue until qualified applicants are identified.

### **About the Boys & Girls Club of Greater Baton Rouge**

The Boys & Girls Club actively seeks to enrich the lives of young women and men whom other youth agencies have failed to reach. We are dedicated to ensuring that disadvantaged community youth have greater access to quality programs and services that will enhance their lives and shape their futures. We are proud to be a part of Boys & Girls Clubs of America, a 150-year-old national movement that serves nearly 4 million youth with 58,000 trained professional staff members and another 306,000 volunteers at more than 4,300 clubs in all 50 states, Puerto Rico, the Virgin Islands, and military bases around the world.

Our mission: to enable all young people, especially those who need us most, to reach their full potential as productive, caring, responsible citizens.

For additional information, see: [BRCLUBS.ORG](http://BRCLUBS.ORG).