

## **Boys & Girls Club of Baton Rouge**

### **Director of Development**

**Job Description:** The Director of Development (DOD) will manage all aspects of the Boys & Girls Club of Baton Rouge fundraising including special event activity with a primary emphasis on major gift identification, cultivation, solicitation and appreciation. Individual in this position may occasionally work irregular hours as necessary.

**Traits & Attitudes:** The successful Director of Development will possess a “get things done” attitude; an adventurous spirit, the ability to joyfully converse with others one-on-one or group setting; is goal centered, creative and has passion for helping children.

**Major Gift Duties & Responsibility:** Work with the Club President /CPO, campaign counsel and volunteer leadership to facilitate major gift activity related to a comprehensive multi-million dollar campaign. These duties include oversight and management of:

- **Donor Identification activity** including but not limited to completing donor prospect strategies which help to identify and qualify major gift prospects be they individuals, foundations, trusts, businesses and/or government sources. This work includes maintaining and tracking information about prospects. Campaign counsel and President/CPO will collaborate in establishing these processes/strategies.
- **Donor Cultivation activity** including but not limited to strategies which help educate, orientate and develop affinity among prospects for the mission of Boys & Girls Club; and the goals of the campaign. This cultivation works will include but is not limited to monthly cultivation and stewardship memo, creating and unitizing axillary cultivation publications like case statements, printed and digital touches, tours, and face-to-face meetings. Campaign counsel and President/CPO will collaborate in establishing these processes/systems.
- **Donor Solicitation Activity** including but not limited to major gift solicitations of individuals, foundations, trusts, businesses and government sources. This solicitation work includes partnering with team members and completing face-to-face solicitations, and pre-application sessions with foundations and others. Activity includes the drafting of customized proposals for individuals and grant proposals to complete solicitations; and working with the President/CPO, campaign counsel and volunteer leaders in developing effective solicitation strategies for individual major donor prospects. Campaign counsel and President/CPO will collaborate in establishing these processes/systems.
- **Appreciation/Stewardship Activity** related to donor relations including but not limited to the management of donor thank you and charitable gift receipting; donor recognition and stewardship programs. Campaign counsel and President/CPO will as collaborate in establishing these processes/systems.

**Development Department Operations:** The DOD is responsible for ensuring Development Office operations are defined and being completed. These operations include, but are not limited to:

- Updating and maintaining fundraising/development tracking and management reports.
- Collaborating in developing strategy for prospects including the drafting of proposals and foundation applications.
- Development of materials, published and digital, for fundraising programs.
- Ensure donor interactions in database are recorded and maintained.
- Prepare presentations, materials, letters and other required literature for cultivations and solicitations.
- Work with The Boys & Girls Club management team, within the current Strategic Plan, to identify and quantify specific giving priorities and opportunities.
- Under the leadership of President/CPO, and guidance of fundraising counsel engage and partner with volunteer leaders in the work of donor identification, cultivation, solicitation, and appreciation.
- Other duties as assigned.

**QUALIFICATIONS:** 1) Bachelor's Degree. 2) At least three years of experience in Development or Project Management. 3) Familiarity with computer operations including Microsoft Word, Excel, and donor database management, 4) Or, equivalent combination of education, training and experience.

**KNOWLEDGE, SKILLS, ABILITIES AND OTHER CHARACTERISTICS:** 1) Ability to communicate effectively, oral and written format. 2) Ability to work independently. 3) Ability to organize and prioritize work. 4) Ability to manage multiple projects simultaneously. 5) Ability to meet deadlines and operate office equipment.

**CLOSING DATE:** This position will remain open until filled.

**APPLICATION:** To apply for this position, submit a resume and cover letter to:

Pat Van Burkleo, President & CPO  
Boys & Girls Club of Greater Baton Rouge  
8281 Goodwood Blvd. Suite A  
Baton Rouge, LA 70806  
pat@brclubs.org