



### **Position Available: Director of Resource Development (FT)**

For 89 years, Boys & Girls Clubs of New Rochelle (BGCNR) has provided a rich menu of programs for thousands of young people of diverse backgrounds from the New Rochelle community. BGCNR provides programming from five core areas: Education and Career Development, Character and Leadership, Health and Life Skills, The Arts, and Sports, Fitness and Recreation. BGCNR serves more than 1800 children annually at our two clubhouses and four school-based sites..

**We seek a creative and flexible development professional with a commitment to the mission of our organization. The successful candidate will have a solid track record in major gifts fundraising. We offer an exciting opportunity to explore new revenue sources like planned giving and sustaining donors while growing our existing funding streams.**

**Qualifications:** Bachelor's degree and minimum 5 years' progressive experience in fundraising, with proven track record in identifying, soliciting and securing commitments from high net worth individuals.

**Job Summary:** The Director of Development (DoRD) will oversee all annual fundraising income streams *excluding* grant proposals, raising \$500,000+ of our \$1.7 million budget. In addition to the responsibilities listed below, the DoRD will serve as one of BGCNR's key ambassadors to community groups, business leaders and civic organizations throughout the region. The DoRD reports to the Executive Director (ED), and will work directly with BGCNR board members. The successful candidate will be entrepreneurial with highly developed organizational skills, a talent for building relationships, and enthusiasm for asking for money.

**Responsibilities:**

- Work closely with the ED to develop fundraising strategic plan, designed to meet the funding needs of BGCNR and support board involvement in fundraising and community outreach as necessary.
- Identify and secure major gift support from individuals, corporate and family foundations.
- Supervise execution of annual fundraising campaign, including but not limited to direct mail appeals and annual BE GREAT gala and annual golf outing.

- Develop materials to be used as tools in the development process: case statement; impact statements; donor letters; fundraising brochures; email solicitations, newsletter articles and more.
- Oversee donor recognition and stewardship.
- Supervise development associate in the execution of all tasks/responsibilities, including but not limited to recording donations, updating donor records, sending acknowledgements, and preparing gift/financial reports as needed.
- Work with communications consultant on online solicitations and publicity.
- Work with ED and development associate in the areas of strategy, donor prospect research and events, and to develop a planned giving strategy.
- Staff the BE GREAT gala and annual golf outing steering committees.
- As part of BGCNR's administrative team, attend board meetings as requested.
- Attend BGCNR events as requested.
- Other duties as requested.

***Required Knowledge, Skills, and Abilities:***

- Understanding and passion for BGCNR's mission.
- A history of progressively responsible experience in non-profit fundraising.
- Demonstrated success in building relationships and securing significant major gifts.
- A self-starter, with strong organizational skills.
- Excellent writing and interpersonal communication skills, with the ability to communicate the history, values and goals of the organization to major donors and prospects.
- Proficiency in Microsoft Office (Outlook, Word, Excel, and Power Point).
- Experience with a relational database preferred.
- Managerial experience preferred.
- Experience with online fundraising/engagement a plus.

**Compensation:**

Commensurate with qualifications and experience. Benefits include group health insurance, pension plan after 1 year, generous vacation and personal days. This is an exempt position.

To apply: send resume and cover letter to Lutonya Russell-Humes, Executive Director, at [lhumes@bgcncr.org](mailto:lhumes@bgcncr.org), using the subject line, "Director of Resource Development." Please do not telephone.

*The Boys & Girls Club of New Rochelle seeks to be a diverse and inclusive organization. BGCNR maintains a policy of equal treatment to all employees and applicants for employment without regard to race, creed, color, national origin/nationality, ethnicity, ancestry, religion, sex, age, disability, marital status, sexual orientation, gender identity or expression, citizenship status, or any other characteristic protected by federal, state, or local law.*