



**BOYS & GIRLS CLUBS**  
OF OKLAHOMA COUNTY

## POSITION DESCRIPTION

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**TITLE:** Director of Development

**DEPARTMENT:** Development

**REPORTS TO:** CEO

Exempt  Non-Exempt

**PRIMARY FUNCTION:**

Works with the President & CEO and Board of Directors to plan and execute resource development strategies and monitor progress against goals. Supports efforts to cultivate and solicit gifts and grants from individuals, corporations, foundations, United Way, government agencies and others.

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

*Strategic Planning*

1. In collaboration with the President & CEO and Board of Directors, develops and implements a plan for single and multi-year resource development efforts:
  - Researches and analyzes agency, corporate, individual and foundation donor base and recommends solicitation and stewardship strategies.
  - Prepares and presents for approval proposals for corporate and foundation support of the Club, using current cultivation and solicitation materials.
2. Ensures the evaluation of development activities and identifies opportunities to improve results.

### *Leadership*

3. Provides leadership and direction to staff and the Board Development & Special Events Committee in the effective operation of all development activities required to fund Club operations and deliver programs within the community.
4. Oversees the Development staff and Marketing & PR Firm
5. Supports Development & Events Officer with negotiating with vendors and sponsors to obtain space, refreshments/catering, audio-visual needs and all related materials and resources that ensure event success.
6. Identifies and recruits corporate sponsors to underwrite event expenses or to donate gifts, cash or in-kind services to minimize expenses.

### *Resource Development & Marketing*

7. In cooperation with the President & CEO, participates in the development, implementation and monitoring of the Club's annual budget and controlling Development/Marketing expenditures within budget. Maintains donor and financial records in accordance with standards in Donor Perfect.
8. Oversees and implements the annual campaigns, including two direct mail pieces and donor stewardship efforts
9. Oversees marketing function including social media, e-newsletter, and website
10. Works with Marketing/PR Firm to design and implement media relations, event publications and other marketing materials.
11. Supports the President & CEO with special projects, including an upcoming Comprehensive Campaign

### *Partnership Development*

12. Works with Boys & Girls Clubs of America (BGCA) staff to develop and implement goals and strategies for Development, particularly those related to national initiatives and partnerships.
13. Coordinates community/corporate volunteer events with internal staff and community/corporate partners
11. Looks for ways to promote partners at events, on website and in publications.

## **RELATIONSHIPS:**

**Internal:** Maintain verbal and written contact with the CEO, Board of Directors, staff and volunteers for the purpose of exchange of information. Provides progress reports regarding activities and coordinates event communication and implementation.

**External:** Maintain verbal and written contact with other agencies, business leaders, community groups, and the media for the purpose of exchanging information and ideas and for the purpose of fundraising. Manage communication with vendors such as event planners, grant writers, printers, etc.

## **SKILLS/KNOWLEDGE REQUIRED:**

- Bachelor's degree from an accredited college or university.
- A preferred minimum of three (3) years work experience in non-profit agency operations, specifically in resource development, sales/marketing or equivalent experience.
- Considerable knowledge of resource development techniques, and sources of funding for non-profit agencies and organizations.
- Knowledge of: the mission, objective, policies, programs and procedures of non-profit organizations, youth development services preferred.
- Ability to organize and coordinate resource development operations
- Ability to organize and coordinate marketing operations
- Strong verbal and written communications skills.
- Ability to establish and maintain effective working relationships with Club staff, Board members, volunteers, community groups, and other related agencies.
- Knowledge of accessing and managing donor database.

## **GENERAL BOYS & GIRLS CLUBS OF OK COUNTY EXPECTATIONS:**

- Safe Spaces—Every staff member shares the responsibility for ensuring BGCOKC is, and remains, an environment free of sexual, physical and or emotional abuse.
- Modeling Healthy Behavior—teaching youth/teens the importance of living an active, healthy lifestyle is a BGCOKC priority. As a result, all staff are expected to model healthy behavior while working with our members including modeling healthy relationships with co-workers through teamwork.

- Inclusive Environment—BGCOKC values creating youth-friendly environments where youth/teens of all abilities can be successful and participate. BGCOKC expects employees to embrace its focus on including of all members, regardless of disability or developmental challenge.
- Continuous Learning—Building the capacity of staff is central to BGCOKC. The organization encourages and requires that all staff participates in annual professional development opportunities that continue to cultivate their skills in the youth development field.

**PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:**

The job requires working, standing, bending, turning, reaching, talking, listening; works in a clean, well lighted, heated and ventilated building. On occasion, must work outside.

**DISCLAIMER:**

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, or to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job.