

Title: Chief Development Officer/VP of Development
Status: Full Time Exempt Position
Pay Range: \$70,000 – \$90,000 w/benefits



About our Agency:

Boys & Girls Club of Dane County is a nonprofit 501c3 organization affiliated with Boys & Girls Clubs of America, and led locally by a dedicated team of professionals with expertise in youth development, business management and community outreach. Boys & Girls Club of Dane County is a 4 Star Charity Navigator member and is a recognized leader amongst Clubs throughout the country. The Clubs has been selected as one of five Clubs to receive the “Money Matters Innovation Award” from the Charles Schwab Foundation and listed as one of ten Clubs in the nation to receive the Boys & Girls Clubs of America “Be Great: Graduate” Award and is one of the fastest growing Clubs in the nation. The agency has a 32 members Board of Directors, 76 committee volunteers in its governance structure and over 15,000 donors that support the programming and operational needs of the Club and its members.

Primary Function:

The **Chief Development Officer** will serve as the Major Gifts Officer for the organization and will administer the comprehensive development strategy for the organization 5 year, strategic plan. This development executive will work with 4 full-time staff and several external marketing partners to help maintain, enhance, and diversify the Club’s comprehensive funding capabilities. The Chief Development Officer will also work closely with the Chief Executive Officer to develop and enrich constituent and donor relationships and work closely with the CEO’s leadership to support the work of the organization.

Key Roles (Essential Job Responsibilities):

- Create and build a major gifts program that includes identifying, cultivation and solicitation of major donors as identified in the new strategic plan.
- Plans and executes resource development programs to include annual campaigns, special events, media campaigns, planned giving, capital grant writing, caused-related marketing, and in-kind gifts.
- Oversee grant staff to identify grant opportunities and proposal writing Supervises assigned staff in achieving goals, providing technical assistance in program design, development, community relations and program operations.
- Provides vision and leadership with executing the agency strategic planning, particularly as it relates to long-term grants, donors, special events and growing revenue.
- Recruits, trains, and directs staff volunteer efforts related to department’s plans and projects.
- Provides leadership to volunteers and addresses issues and concerns as appropriate.
- Develops collaborative partnerships with other community based organizations.
- Represents the Club by participating in community events to maintain positive public relations.
- Manages and coordinates all public relations, media usage, and written communications.
- Staff Board Development Committee meetings and develop gift recognition programs.
- Oversees fundraising database and help implement a tracking system.
- Fundraises through obtaining donations and monetary contributions.
- Seeks out new partnerships that align with Boys and Girls Club strategic priorities.
- Attends all Club sponsored special events.

Additional Responsibilities:

- May assist in the completion of required reports.
- Prepares accurate reports regularly on all department functions.
- Evening work and occasional weekend hours.

Additional Qualifications:

- Bachelor's degree required and minimum of five years in fund development, preferably in a non-profit environment with major gift experience.
- Minimum of three years of with grant management experience.
- Track record of receiving grants from foundations
- Strong understanding of educational and youth development outcomes
- Exemplary communication skills.
- Previous experience with non-profit fundraising.
- Experience working in deadline-driven environments.
- Able to work well in a team environment, handle multiple assignments and meet deadlines.
- Able to monitor and meet income goals.
- Will need a valid drivers' license and be able to travel between sites for meetings and events.

Boys and Girls Club of Dane County is committed to employment equity. All responses will be handled with strict confidence. Interested individuals are invited to submit their **resume, cover letter**, and **three professional references** via email to our Director of Human Resources: lrowell@bgcdc.org,

Human Resources
C/O Assistant Club Director
2001 Taft Street
Madison, WI 53713
Phone: (608) 257-2606
Email: lrowell@bgcdc.org