



Title: Resource Development Manager

Reports to: Chief Development Officer

Pay Range: \$39,139 - \$45,000

Location: Administration Office (Remote working and Telecommuting)

Hours: The regular hours for this full-time exempt position are 9:00 am – 5:00 pm. Monday – Friday. Holiday, weekend and evening hours will be required as project deadlines dictate. Must be able to travel to off-site Clubs, meetings and events.

POSITION DESCRIPTION:

The **Resource Development Manager** will support the strategic direction of Boys & Girls Clubs of Dane County (BGCDC) to achieve organizational fundraising goals. The Resource Development Manager is an integral part of the Development team in which they are responsible for the planning, organizing, implementing and administration of all in-person and virtual fundraising, annual giving, volunteer recognition and donor events for BGCDC. The Resource Development Manager is responsible for coordinating event volunteer leadership and committees for signature BGCDC events and related gift.

RESPONSIBILITY INCLUDES:

- Supports the Chief Development Officer and Development Team with annual revenue goal setting plans for BGCDC signature fundraising, annual giving, volunteer recognition and donor events.
- Plans a variety of events in consultation with President & CEO, Chief Development Officer, Assistant Vice President of Development, Development Committee and Development Team.
- Serves as the manager, coordinator and creative resource for BGCDC events.
- Develops and maintains documented policies and procedures for BGCDC events.
- Ensures BGCDC standards and protocols for events are always met.
- Researches, strategizes and coordinates event best practices for virtual events.
- Provides financial management and analysis of events to ensure maximum ROI and expenses do not exceed the approved budget.
- Recruits and manages event volunteers and committees to accomplish event goals.
- Plans, organizes and implements an internal annual giving program that engages staff participation and advances BGCDC goals and mission.
- Participates in internal major gifts strategy meetings with the President & CEO, Chief Development Officer, Assistant Vice President of Development and Development Committee.
- Provides monthly reports for the Assistant Vice President of Development, Chief Development Officer and President & CEO about events, donor stewardship and progress towards achievement of strategic fundraising goals.
- Other duties as assigned

In addition, the Resource Development Manager:

- Manages and oversees all project goal setting and execution
- Negotiates and strives to minimize costs for site, food & beverage, facility and equipment rentals, entertainment, parking and other services and expenditures
- Tracks event finances including check requests, invoicing, and reporting
- Coordinates all print material, design, production and delivery
- Leads the solicitation and securing of sponsorships
- Creates event sponsorship packages
- Provides event analysis within 2 weeks of event
- Conducts briefings and debriefings for each event

QUALIFICATIONS:

EDUCATION:

Bachelor's degree in communication, marketing, journalism, business administration, a liberal arts field or equivalent combination of education and experience is required

EXPERIENCE:

A minimum of 3+ years of demonstrated leadership experience with progressively responsible fundraising, volunteer and team supervisory experience and a record of successfully soliciting, negotiating and closing significant gifts is required. Experience in a non-profit setting is strongly preferred, as is work in a campaign environment.

REQUIRED KNOWLEDGE AND CRITICAL SKILLS:

- Possess a valid driver's license and insurance.
- Expert knowledge of fundraising, event management and donor engagement best practices.
- Demonstrated track record of developing successful fundraising events and closing solicitations.
- Ability to manage multiple projects and deadlines.
- Self-motivated and resourceful with superior organization skills and attention to detail.
- Excellent interpersonal skills and ability to work collaboratively with other developments, senior management, BG CDC Board volunteers and members.
- Excellent written and oral communication skills.
- Knowledge of Microsoft Office Programs and CRM Development Software.
- Ability to maintain high level of donor confidentiality.
- Other important skills/attributes include comfort with ambiguity and change; strategic and innovative thinker, creativity, entrepreneurialism, and professionalism.
- Willing to join fast-paced, energetic Development Team.

Boys & Girls Clubs 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 personal references** via email to lrowell@bgcdc.org or by US Mail, closing date November 9, 2020:

Human Resources

C/o Resource Development Manager
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