**Position Title:** Director of Development

As the Director of Development for a Boys & Girls Club with a $12 million budget, your responsibilities are extensive. Here's a generalized job description:

**Overview:** The Director of Development plays an important role in the financial sustainability of the Boys & Girls Clubs. Reporting directly to the Chief Advancement Officer, the Director of Development is responsible for implementing fundraising strategies, including solicitation of gifts, cultivating relationships with donors, and stewarding gifts to advance the organization’s fundraising and strategic goals.

**Reports to:** Chief Advancement Officer

**Available:** Immediately

**Office Location:** Huntington Beach, CA. This role is 100% in-person

**Rate:** $80,000 - $90,000

**Type:** Exempt

**Responsibilities:**

**Fundraising:**

* Corporate and Individual Giving: Secure contributions from individuals, community groups, and local corporations to support the operating budget, capital campaign, and endowment
* Special Events:
* With support from the Community Engagement Coordinator and Development Manager, help coordinate gala, golf tournament, gift giving parties, co-branded events, and other special events.
* Serve on special event committees and support volunteer committee members through the solicitation process

**Donor Cultivation and Stewardship:**

* Work in partnership with key volunteers and colleagues to identify prospects, build positive relationships with potential donors, grow the pipeline of donors, and secure meetings with prospects
* Cultivate and maintain relationships with major donors and corporate partners.
* Develop personalized cultivation plans for key donors and prospects to deepen their engagement with the organization.
* Ensure timely and meaningful stewardship of donors, including making personal contacts, acknowledgment and recognition.

**Community Engagement**

* Develop positive relationships with board members, event committee members, capital campaign committee members, special event volunteers, corporate volunteers, and office administration volunteers
* Actively represent the Boys & Girls Club in the community, including participation in Rotary Club, Kiwanis Club, and Chamber of Commerce

**Donor Data Management**

* Effectively use the Club’s donor data resources, including:
	+ Arreva Exceed Further for general donor data management
	+ GiveSmart for event management
	+ Double the Donation for matching gifts
	+ DonorSearch for wealth screening and prospect research

**Team Leadership and Collaboration:**

* Lead Development team, including Development Manager and Community Engagement Coordinator, providing guidance and support to achieve departmental goals.
* Collaborate closely with staff, volunteers, and Board members to ensure alignment of fundraising efforts with organizational priorities.
* Foster a culture of philanthropy and engagement throughout the organization, inspiring staff, volunteers, and stakeholders to support the Boys & Girls Club mission.

Perform related duties as assigned, within your scope of practice and assigned by the Chief Advancement Officer

**Physical Requirements/ Work Environment**

* The person in this position needs to occasionally move about inside the office to access file cabinets, office machinery, etc.
* Frequently operates a computer and other office productivity machinery, such as a calculator, copy machine, and computer printer.
* Occasionally positions self to maintain communication with children.
* Frequently communicates with children and parents who have inquiries about the Boys & Girls Clubs of Huntington Valley. Must be able to exchange accurate information in these situations.
* Must be able to detect children from long distances.
* Occasionally moves equipment or other items weighing up to 25 pounds
* Must be able to remain in a stationary position 75% of the time.
* Occasional standing and walking at company events and fundraisers.

**Acknowledgment:** Employment, compensation, and benefits at the Boys & Girls Clubs of Huntington Valley are at-will, shall be for no specific duration, and may be changed or terminated at any time. Nothing in this job description/posting is intended to create an employment contract, implied or otherwise.

**Equal Employment Opportunity Policy**

We are committed to providing equal employment opportunities to all employees and applicants without regard to race, religion, color, sex (including breast feeding and related medical conditions), gender identity and expression, sexual orientation, national origin, ancestry, citizenship status, uniform service member and veteran status, marital status, pregnancy, age, protected medical condition, genetic information, disability or any other protected status in accordance with all applicable federal, state and local laws.

 This policy extends to all aspects of our employment practices, including but not limited to, recruiting, hiring, firing, promoting, transferring, compensation, benefits, training, leaves of absence, and other terms and conditions of employment.

 **COVID-19 considerations**

The safety of our employees and members is always the Club’s #1 priority. The Club takes numerous safety precautions to mitigate the risk of COVID-19 within our Club community. The Club follows all state and local regulations.