



## POSITION DESCRIPTION

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**TITLE:** Vice President, Development

**PERFORMANCE**

**PROFILE SOURCE:** Executive Professional

**DEPARTMENT:** Administration

**REPORTS TO:** Chief Executive Officer

**FLSA STATUS:**  Exempt  Non-Exempt

**PRIMARY FUNCTION:**

The Boys & Girls Club of Bend (BGCB) is seeking an engaging, experienced, and motivated Vice President, Development (VPD) to join its hard-working, passionate, and supportive staff. The ideal candidate is enthusiastic about our mission of inspiring and enabling all young people, especially those who need us most, to reach their full potential as productive, caring, responsible citizens.

In partnership with the CEO, the VPD is responsible for all fundraising and development. The successful candidate will help forge new relationships to build BGCB's visibility, impact, and financial resources. The VPD also will design and implement a comprehensive plan for developing key external alliances by cultivating individual and philanthropic support. Additionally, the VPD must be a leader who designs systems at BGCB identify, measure, and deliver results that make our vision for BGCB's students a reality. While it is essential that the VPD bring efficient and effective systems to increase the productivity of the organization, is it also critical that the team retain the creative spark that drives the BGCB.

The VPD will have responsibility for establishing and implementing the infrastructure needed to secure a \$1.5M annual budget through the solicitation of major gifts, federal and state grants, special events, and corporate and foundation support, including United Way. S/he will expand and diversify BGCB's donor base/pipeline and work closely with other team members to secure funding for new initiatives. In addition, the VPD will work closely with the board and support board members as they take on a more active fundraising role, individually and through the resource development committee.

It is expected that the amount raised by BGCB will increase in future years as the VPD, systematically and effectively strengthening the organization's overall sustainable fundraising capacity.

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

### *Leadership & Strategy*

- In partnership with the CEO, create the strategic five-year plan and implement new processes and approaches to achieve it.
- Serve alongside the CEO as an internal leader of the organization to coordinate the annual organizational plan and budget; co-lead the outcomes management process that measures and evaluates progress against goals for the organization; provide for all staff a strong day-to-day leadership presence; bridge national and regional development operations.
- Provide leadership and direction to the CEO and Board of Directors in the execution of all development and fundraising activities required to fund and fiscally steward BGCB operations and deliver programs within the community.
- Collaborate with BGCB leadership team and key volunteers to create a culture of philanthropy and engage them in donor stewardship and solicitation.
- Work, at all times, to promote and protect BGCB's reputation as a responsible and effective youth development organization and to ensure the efficacy of development and fiscal stewardship.
- Assist the CEO in achieving BGCB's growth and development goals, in a timely fashion, consistent with the agency's evolving business plan and its annual budgets.
- In collaboration with CEO and Board, develop and implement a strategic plan for single and multi-year resource development efforts.
- Ensure evaluation of development activities and identify opportunities to improve results.

### *Resource Development*

- Prepare and seek approval for corporate and foundation proposals to support BGCB, by developing and using cultivation and solicitation materials.
- Manage the research and analysis of donor and funder prospecting that will convert into new, continual gifts.
- Oversee planning and execution of special events, including event decks, vendor management, media management, sponsor recruitment, and the solicitation of gifts.
- Design and implement direct mail programs, digital campaigns, and monthly giving campaigns.
- Provide support for various fundraising projects/initiatives assigned by the CEO, such as endowments, major gifts, and planned giving.
- Write grant proposals for foundation support in partnership with the CEO, and oversee a calendar of grant opportunities while ensuring all applications are submitted on time.

### *Board Development*

- Train board members to participate in solicitation and other resource development activities.
- Collaborate with and directly support board committees responsible for planning and implementing development activities.

### *Management & Operations*

- Participate in the development, implementation, and monitoring of the Club's annual budget, controlling expenditures within budget and maintaining donor and financial records in accordance with standards.
- Cultivate the values of BGCB within the organization

- Assist in the ongoing development of needs assessments and program quality assessment tools to identify next steps and areas of opportunity for the agency and to support an ethic of continuous quality improvement for all agency services
- Assume overall budget compliance responsibility for development functions and activities.
- Assume overall contract compliance for all of development functions and activities.
- Assist the CEO and the Business Manager in the development of agency-friendly financial management and reporting strategies and in the refinement of a set of management metrics to predict outcomes.
- Directly manage the Development & Outcomes Associate to oversee development tactics and other role responsibilities, as well as support with their professional development and growth.
- Directly supervise any additional agency personnel as assigned by the CEO.

#### *Marketing and Public Relations*

- Manage marketing and public relations strategies designed to build appreciation and support of BGCB programs, services and activities, and to increase participation by youth in the community.
- Maintain good public relations with local media contacts, members, families, alumni, community leaders and youth serving professionals.
- Facilitate BGCB tours with CEO, Program team, and board members for donors, funders, and community leaders.
- Plan and execute annual marketing plan in support of BGCB programming and fundraising.

#### *Other Duties*

- Undertake such other tasks and responsibilities that are consistent with the position of VPD, as assigned by the CEO

#### **RELATIONSHIPS:**

**Internal:** Maintain oral and written contact with the CEO, board, staff, and volunteers for the purpose of exchanging information, and provide progress reports as needed regarding financials and operations, activities and planned programs regarding fundraising, and to coordinate development events.

**External:** Maintain oral and written contact with other agencies, business leaders, community groups, boards of directors of such organizations, and the media for the purpose of exchanging information and ideas and for the purpose of fundraising and operations.

#### **SKILLS/KNOWLEDGE REQUIRED:**

- Bachelor's degree from an accredited college or university required
- A minimum of five years nonprofit experience, specifically in fundraising and sales/marketing, and/or operations
- A minimum of three years managing direct reports in a nonprofit development setting
- Considerable knowledge of fundraising techniques and sources of funding for nonprofits
- Knowledge of BGCB's mission, objectives, policies, programs and procedures and of the principles and practices of nonprofits, youth development services

