



Job Position Title: DEVELOPMENT DIRECTOR

The Boys and Girls Club of Great Vergennes Mission: To enable all young people to realize their full potential as productive, caring, responsible citizens.

Boys and Girls Club of Greater Vergennes seeks a Development Director to support the organization grow as a 501(c)(3) nonprofit organization. This position works closely with the Executive Director with planning, coordination, implementation, and management of all fundraising activities for the Club including solicitation of individual, corporate and foundation funding, special events, and assisting the Board of Directors with their fundraising goals.

The role is a dynamic position requiring a self-starter with experience growing a reputable non-profit into an organization with longevity and the capacity to raise large sums of money to further our mission and reach a wider set of individuals in dynamic and innovative ways.

The role is a full-time position (40 hours a week) and will require travel around the State to support ongoing development activities throughout the year.

Responsibilities Include:

FUND DEVELOPMENT

- Work with the Executive Director to set priorities of annual fundraising goals and set long- and short-range strategies for fundraising
- Work with the Executive Director to determine goals for internal and external event fundraising
- Assist in meeting our goals outlined in Strategic Anchor #2 Financial Stability
- Prepare, edit and/or review all development materials
- Oversee the preparation, implementation and monitoring of the development budget throughout the year

- Continued management and development of the annual campaign
- Continue to develop/support the Executive Director and assist as spokesperson in soliciting major gifts
- Produce direct mail pieces throughout the year
- Development of a Grants Program including searching for and writing grants that are applicable to the program, and assist in grant funding process
- Event Manager for all major fundraising events throughout the year

GENERAL RESPONSIBILITIES

- Administrative duties and support of the Executive Director in their role reporting to the Board
- Maintain online donor platform
- Develop and maintain the donor stewardship process and the systems needed for efficient and effective donor management
- Volunteer management for events
- Accept other duties/responsibilities as assigned by the Executive Director

Qualifications:

- Bachelor's Degree required; master's degree preferred
- Minimum five-years' experience working in a development role with an existing nonprofit with a minimum of two years in a management position
- Experience working with Microsoft Word, Excel, Google Drive, online giving platforms (Bloomerang a plus), online donor management system a plus
- English native speaker
- Strong communication skills, both written and spoken
- Flexibility to travel

Salary Range \$40,000 - \$49,000

Please submit a cover letter and resume to Jill Strube at jill@bgcvergenes.org