

Big Brothers Big Sisters of West Central Ohio, Inc.

Development Director

Reports to: Executive Director

The position of Development Director is responsible for the management and goal achievement of the fund development team. The Development Director functions as one of the agency's primary gift fundraisers. The position drives the strategy for creating a comprehensive and integrated path for acquiring and cultivating donors at every level. Responsibilities lie in identifying, soliciting, cultivating, and thanking individual and corporate donors. This position is also responsible for planning and executing the Match Makers monthly giving program and supporting the fund development component.

Essential Duties/Responsibilities

- Manage a portfolio of individual and corporate donors, utilizing stewardship to build upon previous gifts as well as cultivating new relationships.
- Meet yearly with all previous fiscal year's donors to thank them for their contributions, cultivate the relationship, and continue to connect them to BBBSWCO.
- Alongside the Executive Director, solicit major gifts and assist with the endowment as requested.
- Build upon and sustain a monthly-giving program called Match Makers.
- Create and manage an annual appeal to secure individual support.
- Work with the Executive Director to develop an annual budget and a strategic fundraising plan.
- Assist in the coordination and execution of annual fundraising events.
- Manage, seek, and apply for grant funding opportunities.
- All other duties as assigned.

Community Outreach

- Attend networking events in the community.
- Outreach through public speaking at corporate and community events.

Management of the Fund Development Team

- Lead and manage the team, including an Events Coordinator, Grants Manager, and intern(s).
- Identify goals and strategies for each team member.
- Provide team members with all information, tools, training, and guidance needed to successfully carry out their assigned duties and meet monthly goals.

Skills and Knowledge

- Ability to be a team member while performing some duties as an individual.
- Excellent oral and written communication skills.
- Flexible working schedule.
- Self-starter
- Superb organizational and time management skills.
- Grant writing and grant management a plus

Qualifications

- At least a bachelor's degree from an accredited university, preferably in management, marketing, communications, or public relations.
- Experience in relationship development.
- Possess a valid US driver's license and willingness to travel.
- Ability to pass a background check.
- Skilled in MS Office Suite, Internet proficient, and capable of learning proprietary databases.