

OurFundraisingSearch

Our search is a very, very, very fine search

Company:	Boys & Girls Clubs of Metro Atlanta (BGCMA)
Job Title:	Chief Development Officer
Department:	Resource Development
Reports To:	President & CEO
Status:	Salaried – Exempt

JOB SUMMARY:

The Chief Development Officer (CDO) is responsible for the strategy, planning, execution, management, and oversight of all fundraising and donor relations activities. The CDO is responsible for all annual and multi-year fundraising, which includes annual fund, major gifts, institutional giving, capital campaign management, donor relations, planned giving, government grants and fundraising events. The CDO will manage the resource development team at BGCMA. Additionally, as a member of the senior leadership team, the CDO will help guide the BGCMA direction and strategy with a focused lens on resource development.

ESSENTIAL DUTIES & RESPONSIBILITIES:

Leadership

- Provides leadership and direction by developing strategies, policies and activities required to raise funds for BGCMA's operations.
- Provides leadership, direction and oversight on development initiatives to the board of directors, management staff, county board members and club staff so that BGCMA has a coordinated organization-wide strategy for marketing and development.

Strategic and Annual Planning

- Works with the President & CEO, the board of directors and senior staff to develop and implement a strategic plan for single and multi-year resource development efforts that align with current strategic plan.
- Researches and analyzes data to identify, cultivate and steward, corporate, government, individual, civic and foundation giving, including identifying recommended solicitation strategies.
- Directs efforts of the President & CEO, board members, volunteers, and development staff to research and identify major corporate, foundation, government and individual donors and oversees and participates in preparation of proposals and presentations.
- Formulates and initiates strategies to secure unrestricted funding whenever possible and when restricted, ensures it is aligned with supporting the organization's strategic priorities.
- Partners closely with marketing department closely to align internal and external messaging.

- Ensures prospective grants fit the BGCMA's strategies, have reasonable reporting requirements and are completed with accurate information.
- Collaborates with the President & CEO, board and outside resources to implement identified fundraising projects/initiatives to secure endowments, major gifts and planned giving.
- Plans and executes on capital/comprehensive campaign.
- Oversees volunteer services.
- Oversees the development, implementation and coordination of BGCMA annual development initiatives, controls expenditures associated with those initiatives and maintains donor financial records according to standards.
- Oversees and participates in planning and logistics for special events, including obtaining sponsorships, soliciting gifts and preparing printed material and publications.
- Oversees the design implementation of direct mail program and the evaluation of the results.
- Oversees the development, effective use and maintenance of a comprehensive donor database for the entire organization.
- Oversees the timely and accurate input of all BGCMA revenues into the donor database including but not limited to operational, capital, and endowment.
- Works in partnership with the CFO to inform the annual revenue budget and regular projections throughout the year of anticipated cash donations and pledges to help ensure a healthy financial position for the organization.
- Oversees the development and implementation of a strategic communications plan.
- Oversees website including but not limited to the online giving page.

Board Committees

- Oversees and works with the Board Resource Development Committee to solicit funds and helps the Committee with other income development activities.
- Oversees other ad hoc development committees (planned giving, comprehensive/capital campaign).
- Encourages and supports the Board Resource Development/Marketing Committee to plan, implement and evaluate long-term development activities.
- Works with the CFO to provide accurate and timely information to the Budget & Finance Committee on revenue projections, timing, and possible surpluses/shortfalls for all Funds (Operations, Capital, and Endowment).
- Collaborates with the President & CEO to promote and coordinate the board campaign, which includes personal gifts and gifts/"gets" from other sources.
- Oversees Marketing Committee to encourage and support the plan and to implement and evaluate annual and long-term marketing activities.
- Provides staff support to new Board Member Orientation, Board Development Committee and the Council of President & CEOs.

Budget

- Develops, implements and controls department's budgets and ensures staff understand and adhere to budget.

Partnership Development

- Develops and maintains strategic alliances with community leaders, major funders, government agencies and local officials.

- Develops and maintains collaborative partnerships with other youth serving organizations and community organizations.

Department Management

- Manages development department including recruiting qualified staff, training and developing staff, identifying performance objectives, and monitoring and providing feedback on performance.
- Coaches resource development team to reach all fundraising goals.
- Fosters a culture of collaboration and inclusion and ensures staff accountability.

Additional

- Works with marketing & development staff and other department's staff to obtain outcome data required to support fundraising efforts and inform funders of their impact.

EDUCATIONAL QUALIFICATIONS & SKILLS:

Education: Bachelor's degree from an accredited college or university required.

Experience: At least 7-10 years' work experience in non-profit agency operations, primarily in fundraising. Annual and capital campaign experience required. Knowledge of fundraising strategies, techniques (online giving, social media, direct mail, events, and volunteer activities) and sources (individual-corporate-government-foundation) required. Experience with youth serving organization highly preferred. Experience leading a large team including managing and providing oversight and direction to staff and developing and managing a budget required. Experience working with Atlanta philanthropic community and raising funds to sustain a \$20M+ dollar budget (of which 80% comes from philanthropic and government sources) preferred.

Skills: Persuasive with strong verbal and written communication skills and excellent presentation skills. Ability to establish and maintain effective working relationships with Club staff, Board members, volunteers, community groups, and other related agencies. Leadership, supervisory, team building, collaborating and mentoring skills required. Proficient user of MS Office, Outlook and using fundraising databases, preferably Raiser's Edge.

Physical and Mental Requirements: Must be detail-oriented, have good analytical abilities, high energy level and be comfortable performing multi-faceted projects in conjunction with day-to-day activities. Ability to get along with diverse personalities, while displaying tact, maturity and flexibility.

Environment and Work Conditions: Normal internal office environment with frequent travel between Clubs and the Support Center. Schedule also includes occasional evenings and weekends to support BGCMA's fundraising events, special events, and activities. Frequent internal contacts with employees throughout organization is required. Physical requirements include walking, climbing stairs, and sitting for four plus hours per day. Light work, exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently.

EMPLOYEE CLASSIFICATION: Exempt

Exempt employees are not entitled, under the Fair Labor Standards Act (FLSA), to the protections of the wage and hour laws of the state or the FLSA. Exempt employees must always be paid on a salary basis and not be subject to reduction based on the quality or quantity of work performed.

DISCLAIMER: The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, or to be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

To Apply: To submit an application for this position, log onto www.ourfundraisingsearch.com and submit your resume and cover letter. No phone calls or visits, please. If you have application questions, please email them to ourfundraisingsearch@gmail.com.