

Boys & Girls Clubs of Greater Kalamazoo
JOB DESCRIPTION

POSITION TITLE: Fund Development Manager

DEPARTMENT: Administration

REPORTS TO: Chief Executive Officer

PRIMARY FUNCTION:

Responsible for planning and implementing the organization's fund development strategy, to include: annual fundraising campaign, coordination of special events; grant writing and management; cultivation of individual and business donations; planned giving; and organizational revenue generating sources. Also responsible for assisting with general operations including human resources functions (hiring and staff supervision), marketing and public relations, strategic planning, and budget development.

MAJOR DUTIES AND RESPONSIBILITIES:

- Plan and implement all fundraising activities, including special events, grant writing, donor cultivation, and planned giving.
- Develop and implement aggressive solicitation of individuals, corporations, and foundations. Develop and maintain knowledge of giving interests and trends.
- Coordinate special events to involve potential and current donors and prospects. Maintain an active and leadership role in ongoing fundraising. Review special events annually to develop strategies for increased effectiveness.
- Manage all grants including preparation of proposals, reports, presentations, and evaluations. Work closely with the Program and Operations Manager to ensure grant-funded programs are being implemented as outlined and evaluation methods are effective.
- Manage the annual solicitation campaign.
- Develop and implement stewardship activities for donors of all levels.
- Work closely with members of Boys & Girls Clubs of America Regional Office and Office of Federal Grants.
- Manage revenue generation opportunities of camp site, when not in use by the organization.
- Assist Chief Executive Officer with planning and administration of annual budget.
- Oversee all grant management activities; work closely with Bookkeeper on proper coding of expenses and flow of grant funds. Compile and submit all grant reimbursements.
- In partnership with the Public Relations Committee, oversee promotion and marketing of the Club to the community.
- Forge and strengthen partnerships throughout the community to support service and program delivery. Develop and maintain cooperative relationship with public, civic groups, and social agencies within community, with particular focus in the neighborhoods surrounding the Club. Professionally represent the organization, its objectives, and standards.
- Perform other duties as assigned.

SKILLS/KNOWLEDGE REQUIRED:

- Bachelor's Degree or equivalent experience.
- Minimum of 3 years of demonstrated successful resource development experience.
- Successful track record involving solicitation of corporations, foundation and individuals. High-yield special event experience is essential.
- Minimum 2-3 years management and supervisory experience.
- Demonstrated ability to work with and motivate board members, trustees, and other volunteers in resource development efforts.
- Intermediate Microsoft Office and spreadsheet skills.
- Demonstrated understanding and utilization of fund-raising techniques to identify, solicit and steward gifts from various donor sources (i.e., individuals, corporations, foundations); public speaking ability.
- Experience in collaborating with community agencies and forging partnerships.
- Strong communication skills, both verbal and written.
- Working knowledge of budget preparation, control, and management.
- Ability to submit detailed written report in a timely manner.
- Demonstrated ability and aptitude in decision-making skills.
- Demonstrated leadership and group management skills, including understanding of group dynamics.
- Demonstrated project management abilities.
- Demonstrated ability to work as a team.
- Demonstrated ability in working with youth, parents/guardians, community leaders, board members, and other staff.

Please submit cover letter and resume via email to Chris Harris-Wimsatt, Chief Executive Officer, chrish@bgckzoo.org.

Deadline: March 5, 2017