



BOYS & GIRLS CLUBS
OF INDIAN RIVER COUNTY

POSITION DESCRIPTION

Title: Director of Resource Development

Department: Management Professional

Supervisor: Executive Director

FLSA: Exempt

Primary Functions: This position works closely with the Executive Director and Marketing Committee of the Board to help the organization achieve its fundraising goals through events, mail appeals, grants, and marketing/PR strategies.

Key Roles (Essential Job Responsibilities):

Resource Development

- Manage effective and thoughtful donor stewardship with the support from the ED and Marketing Committee.
- Build the Club's base of financial and community support through marketing, communication and advertising campaigns.
- Write grant proposals for operational support.
- Coordinate, print and mail annual appeals.
- Work with Club management to solicit corporations and civic groups for donations and other support.

Special Events

- Plan and implement annual fundraising events that focus awareness on Club activities, engage community support and generate revenues; Monitor event activities to assure compliance with schedules.
- Plan and implement Club events such as National Fine Arts and Youth of the Year.
- Manage vendors and freelance consultants to ensure timely, cost-effective delivery of products and services.
- Identify and help solicit sponsors/underwriters for all events.

Marketing and Public Relations

- Participate in the development and coordinate implementation of all marketing and public relations activities to increase the visibility of Club programs, services and activities.
- Maintain good public relations with local media contacts, Club members, families, alumni, community leaders and youth serving professionals.
- Write and update the Annual Report and Strategic Plan; work with graphic designer.
- Maintain website (PD Go) and all social media.

Resource Management

- Maintain integrity of donor database. Manage administrative and operational systems to track fundraising income, compile income status reports and variance reports, and recognize contributions with acknowledgment letters and special recognition events.
- Control marketing, advertising and public relations expenditures against budget.

- Maintain communications & event plans for marketing and public relations materials and activities. Work with the marketing committee to effectively carry out the plan.

Partnership Development

- Develop collaborative partnerships with local businesses and service organizations, volunteers, media contacts, consultants and vendors and other not-for-profit organizations to establish professional links within the community.
- Act as a liaison between Society of Angels, a special volunteer group, and Club Directors to deliver quality programming and ensure volunteers have an optimal experience with the Club members.

Skills/Knowledge Required:

- Bachelor's degree from an accredited college or university.
- Two to three years of progressively responsible experience in fundraising, special events, marketing and public relations.
- Superior writing, editing and verbal communications skills.
- Knowledge of donor database; *Donor Perfect* preferred.
- Strong project management, administrative and organizational skills, including supervision of vendors, suppliers and consultants.
- Knowledge of desktop publishing, Excel, basic computer applications and social media channels.
- Able to manage multiple priorities and be attentive to details.

Key Internal and External Relationships:

Board of Directors, Executive Director, Director of Operations, Controller, Administrative Assistant, Club and Program Directors, Club Members, parents.

Society of Angels Volunteers, local businesses and service organizations.

Salary commensurate with experience.

Email resume and cover letter to RobertCatapano@bgcirc.org or fax 772-299-3840. ADA/EOE/DFWP
Competitive salary, benefits and PTO.

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