

BOYS AND GIRLS CLUBS OF DORCHESTER
JOB DESCRIPTION

Title: Chief Development Officer
Department: Development
Reports to: President & CEO
FLSA Class: Exempt
Status: Full-time

OVERVIEW:

Reporting directly to the President & CEO, the Chief Development Officer is a visionary leader of a highly successful dedicated team of fundraising and communications staff who will have responsibility for the identification, cultivation, solicitation and stewardship of individuals, corporations and foundations. The Chief Development Officer will be part of the Senior Management Team and will be responsible for working with the President & CEO and the Board to develop and implement the strategic plan for operational fundraising and the Capital Campaign and for narrating the story of the Boys and Girls Clubs of Dorchester (BGCD).

KEY ROLES (Essential Job Responsibilities):

Lead Management of Fundraising and Communication

1. Manage the full fundraising staff
 - Individual giving
 - Events
 - Foundation and corporate grants
 - Marketing communications
 - Information systems, gift processing and acknowledgement
2. Provide strategic direction for goal setting, strategic planning and execution, coordination, staffing and budgeting. Priorities include:
 - Clear goals for all aspects of the fundraising program.
 - A comprehensive plan for growing contributed income in the near- and long-term from foundations, individual donors and corporations.
 - Strategies to increase donor retention and expand the major donor prospect pool.
3. Track, analyze and report on fundraising progress.
 - Provide a monthly dashboard for Board members and lead volunteers
 - Identify and address challenges and celebrate successes.
4. Ensure systems are in place for timely and accurate acknowledgement, stewardship, and public recognition; cultivate a culture of giving and gratitude across all constituencies.
5. Oversee management of the database, campaign prospect lists, prospect research, and prospect tracking

Capital Campaign Management

1. Serve as lead manager of the Capital Campaign through all phases:
 - Oversee Capital Campaign staff and consultants
 - Ensure all Campaign volunteers are well supported and effective in following through on their assignments.
 - Prepare and support Board members for their role in the Capital Campaign.
2. Serve as point person for Campaign strategy development, working closely with the CEO, consultants, staff, Capital Campaign Steering Committee and Capital Campaign Committee.

3. Participate directly in major gift cultivation, solicitation and stewardship, managing a portfolio of high-potential prospects.
4. Ensure effective tracking and reporting of campaign progress:
 - Movement along the prospect identification/qualification, cultivation, solicitation and stewardship continuum
 - Dollars/commitments received
 - Alignment with Campaign schedule

Strategic Communication

1. Guide strategies to increase recognition of Boys & Girls Clubs of Dorchester as Boston's preeminent youth-serving organization and to build support for the goal of helping all Boston youth achieve their potential.
2. Ensure the ongoing development of outstanding communications vehicles, including print, video, social media created by the Club's communications team.
3. Create a robust corporate sponsorship program that builds strong relationships with BGCD and produces financial, volunteer and marketing support.
4. Manage production of the Club's annual report.
5. Create a strong alumni network that can support volunteerism, fundraising and communication.

Other Responsibilities

1. Attend staff and board meetings as required and represent BGCD at networking and fundraising events.
2. Interpret and share BGCD's core values, mission and strategies
3. Perform any additional duties as needed by the President & CEO

SKILLS/KNOWLEDGE REQUIRED:

- A personal mission to ensure that young people of all backgrounds have the support they need to fulfill their potential
- A minimum of 10 years increasing fundraising accomplishments and responsibilities that encompass the full spectrum of resource development; Boston and Massachusetts fundraising experience strongly preferred
- Demonstrated success in major gift fundraising and capital campaign management
- Demonstrated ability to establish strong working relationships with multiple stakeholders, including high-level volunteers and board members
- Strong experience in strategic and marketing communications
- Experience overseeing development database management; DonorPerfect preferred
- A high level of diplomacy and confidentiality
- Excellent interpersonal, verbal and written communications, proposal and presentation, organizational and time management skills
- Highly entrepreneurial, self-motivated, resourceful and flexible
- A strategist who is adept at planning, prioritizing, multi-tasking, organizing and following through, while remaining highly energetic and focused
- A team builder with strong skills in leadership and management

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

No unusual physical requirements. Requires no heavy lifting, and nearly all work is performed in a comfortable indoor facility.

Occasional – Deadline driven work with multiple competing priorities; seasonal variance in work volume; interruptions are common; involves occasional exposure to demands and pressures from persons other than immediate supervisor.

Job frequently requires sitting, standing, walking, handling objects with hands, talking, hearing, typing and looking at a computer screen. Job occasionally requires reaching and lifting up to 10 pounds.