

Boys & Girls Clubs of Dorchester
Job Posting

Senior Director of Development

Goal: Reporting directly to the Chief Development Officer, the Senior Director of Development will strengthen the fundraising capacity of the BGCD through the expansion and standardization of development operations, strategic prospect management and donor cultivation, and the thoughtful engagement and solicitation of donors at every stage of the development pipeline.

Responsibilities:

Develop and execute a comprehensive, diversified, and sustainable plan for development activities with short- and long-term goals and strategies. Partner with the Chief Development Officer and Chief Executive Officer to meet the fundraising goals of the organization.

Audit the current development operations to understand key strengths and areas of opportunity at every stage of the donor lifecycle (identification, qualification, cultivation, solicitation, and stewardship.) Develop a clear data driven understanding of the current donor population and prospect pipeline, identifying measurable goals for increased philanthropic outcomes year-over-year.

Develop Standard Operating Procedures for receiving, receipting, acknowledging, and stewarding gifts to any area of BGCD programs and operations. Responsible for oversight and management of the all information in the Blackbaud Raiser's Edge database (Raiser's Edge). Work with the Development Office and Special Events Manager and Director of Information Technology and Business Intelligence to document gift entry processes and standardize reports in Raiser's Edge database, partnering with Raiser's Edge point of contact as needed.

Build and execute a donor engagement strategy that improves retention and deepens relationships between donors and the Clubs, partnering with internal stakeholders to tell the story of the BGCD's impact and mission through publications, personalized reports, one-on-one meetings, special engagements, and other opportunities as they emerge.

Develop and implement successful fundraising strategies to ensure the events and initiatives of BGCD meet/surpass their goals.

Recommend strategies that bridge donors' respective understandings of the BGCD and the FieldHouse+ and promote a greater sense of community impact and shared achievement between new and legacy donors.

Identify donor recognition opportunities, documentation, and protocols related to naming gifts across the organization.

Responsible for a significant portfolio of prospects and donors throughout the entire giving cycle.

Prepare proposals that advance donor interests and program needs, solicit donors for annual and leadership gifts, and help represent the organization as needed at external events and meetings.

Foster a culture of continual learning and improvement for current team members and newly hired staff as needed by providing coaching, technical and other assistance in all areas of fundraising, data management, stewardship, etc. Forecast growth in the development operation and make suggestions for team expansion as needs evolve.

Supervise and mentor the Development Office and Special Events Manager who will be responsible for agreed upon fundraising and engagement goals in addition to donor data management.

Skills

Strong organizational skills that reflect ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail.

Superior interpersonal skills and the ability to build relationships with stakeholders, including staff, board members, external partners and donors.

Highly resourceful team-player

Proactive problem solver with strong decision-making capability.

Proven ability to handle confidential information with discretion, be adaptable to various competing demands, and demonstrate the highest level of customer/client service and response.

Forward looking thinker, who actively seeks opportunities and proposes solutions.

Observant and invested teammate who values the knowledge and experiences of every colleague.

Interest in teaching and mentoring peers, growing strong relationships on site and in the community.

Experience

15+ years of progressive responsibility in non-profit fundraising.

Professional development affiliations that allow for continued growth.

Track record of collegial partnerships that strengthen development operations and expand donor investment opportunities.

History of growing and sustaining donor engagement programs across all levels of donor investment.

Proficiency with Blackbaud Raiser's Edge or similar CRM.

Bachelor's Degree or professional experience equivalent required; Master's Degree or professional experience equivalent preferred.