



BOYS & GIRLS CLUBS
OF PORTLAND METROPOLITAN AREA

Boys & Girls Clubs of Portland
Job Announcement
Director of Development
July 2019

Boys & Girls of Portland Metropolitan Area is seeking a Director of Development. The Director of Development reports to BGCP's VP of Development & Marketing and is responsible for the cultivation and solicitation of new donors and new business for BGCP. The Director of Development is charged with identifying and engaging new donors; cultivating them; stewarding them when successfully brought on board, and for achieving set annual revenue targets by working with an assigned portfolio of donors and prospects to advance the mission.

ABOUT Boys & Girls Clubs of Portland Metro (BGCP)

BGCP'S mission is to empower all young people, especially those who need us most, to discover their full potential as caring, engaged, responsible community members. Celebrating 73 years of providing Portland-area young people with a safe and enriching place to belong when school is out, BGCP currently serves approximately 4,000 youth across three counties. The organization operates five Clubhouses throughout the Metro area; hosts four Club sites in partnership with the Clackamas School District, and is the Schools Uniting Neighborhood (SUN) provider at Margaret Scott Elementary School in the Reynolds School District.

BGCP's top priorities are to ensure an inclusive, diverse and equitable work environment with an uncompromised commitment to safety. We are committed to filtering all policies and practices through an equity-based and trauma-informed care lens. We position ourselves as lifelong learners, and seek individuals who have demonstrated dedication to creating safe and nurturing environments. We seek individuals who are dedicated to supporting extraordinary experiences for youth, are exceptional team members, have an investment in our surrounding communities, and are hungry for ongoing personal growth and professional development.

Join our dynamic team and be prepared to be challenged, to work hard, and to participate in a vibrant, mission-driven environment. Be prepared to fall in love with the work we do and the youth with whom we are privileged to serve each day.

For more information on BGCP and our work visit: <http://bgcportland.org/about/>

Qualifiers:

- Do you have three plus years of proven successful non-profit development or corporate sales
- Do you have a portfolio of developing new business, cultivating partnerships, demonstrating excellence in donor and/or client relations, and stewarding/retaining donors?
- Are you a self-starter who works with proactive initiative to make things happen?
- Do you have a proven track record of impeccable execution and results?
- Do you have an uncompromised commitment to equity and inclusion in all you do?
- Is your work inspired by the measurable return on investment for all stakeholders?
- Do you believe all children must have equal access to safe, high quality environments, programs, and resources?

If you have answered yes to all these questions, we enthusiastically encourage you to apply.

This is a full time, salaried (\$50 - \$55K annually) position that is eligible for a generous package of benefits, including medical, dental, vision, life, LTD, 403 (B) and paid time off.

Application Instructions:

Please submit: (1) BGCP Employment Application which can be found at www.bgcpportland.org, (2) Cover Letter, and (3) Resume to jobs@bgcpportland.org or mail to 8203 SE 7th Ave, STE 100, Portland, OR 97202. All requested materials must be submitted in order to be considered for a position. *All candidates must pass post-offer/pre-employment requirements, including: Criminal Background Check and Verification of Employment*

Key Responsibilities:

- Cultivate and grow new and existing donor relationships to include comprehensive development and stewardship plans, responsible capturing of data, and maintaining records and reporting of activities
- Develops and executes ongoing strategy for qualifying prospective donors to ensure successful procurement and retention,
- Manages an assigned portfolio of donors and prospects with intent to form deep relationships. Responsible, in part, for annual fundraising goal tied to portfolio for new incremental revenue and renewable gifts.
- Develop donor management plans for entire portfolio resulting in strategic, knowledgeable and complex asks.
- Personally solicits assigned donor portfolio through face to face visits.
- Develop portfolio of lapsing donors
- Establish and lead a culture of philanthropy throughout the organization that fosters loyalty through comprehensive relationship-building focused on engagement through cultivation and communications.
- Cultivate new and existing non-profit/community partner and foundation relationships to enhance funding capacity through collaboration and grant opportunities.
- Develop and maintain strong working relationships with internal departments, the program team and Club sites, as well as outside vendors.
- Contribute to ongoing strategies of engagement and participation for Board, committees and volunteers.
- Contribute to annual and long-term objectives, strategies and action plans to support the organization's vision, values, mission, and general objectives
- Contribute, as needed, to special projects and grant writing, when needed.

Position Qualifications:

- Bachelor's degree and 3 -5 years of relevant experience, or combination of education and proven experience preferred.
- Proven relationship building skills and quality stewardship with both internal and external stakeholders .
- Exemplary communication and interpersonal skills.
- Ability to work well under pressure; multi-task.
- Experience with planned giving and endowment programs a plus
- A solid understanding of budget management and creation.
- A high level of computer literacy required, including familiarity with fundraising and Foundation databases.
- Proficiency with Microsoft Office programs.
- Salesforce donor database experience preferred.
- Ability to work some evenings and weekends.